

**SANITI Executive Meeting 15 July 2019  
(Nelson Campus)**

**Meeting Opened:** 12.05am

C Prinsloo welcomed the Executive members and thanked them for taking the time to attend the meeting. C Prinsloo ran through the Agenda for the day including the afternoon training session.

**Karakia:** Nic Moke

**Present:** Cornelius Prinsloo (Chair), Alison Hart (Minutes Secretary/non-voting), Lynnette Butler, Nic Moke, Anna McMeeken, Zhihao Guo, Sarah Latimer

**Apologies:** Ella Gunn, Caleb Hume

Chair

Carried

**Confirmation of Minutes**

C Prinsloo tabled the Minutes of the Executive meeting held on 20 May 2019.

**Motion:** That the Minutes of the Executive meeting held on 20 May 2019 be approved as a true and accurate record.

L Butler, S Latimer

Carried

C Prinsloo tabled the Minutes of the Special Executive meeting held on 27 May 2019.

**Motion:** That the Minutes of the Special Executive meeting held on 27 May 2019 be approved as a true and accurate record.

S Latimer, Z Guo

Carried

C Prinsloo tabled the Minutes of the Special Executive meeting held on 17 June 2019.

**Motion:** That the Minutes of the Special Executive meeting held on 17 June 2019 be approved as a true and accurate record.

Z Guo, S Latimer

Carried

**Matters Arising from the Minutes**

- Employment Agreements – A Hart stated that the Association had worked with Chapman Employment to add the clauses approved at the 20 May 2019 Executive meeting and update the agreements to meet currently employment law. Draft agreements were now ready to go out to staff and be signed.
- Action List – To be covered under General Business.

**President's Report**

Strategic Goal One – Fun Social Events Strong Campus Culture

During the first term SANITI held or helped with over 30 Events. In addition to some mentioned in my last reports, we were involved with Pink Shirt this year for the anti-bullying campaign, which we saw a lot of engagement in. This will be a continuous endeavor as we start to focus more on mental health awareness and the events that go alongside it. Last week we also assisted Chinese students running a dragon boat festival evening, by providing their food and some support. Currently we are full steam ahead to roll out our exam study support events which run for the entire two weeks of exams and provide students hot chocolates, fruit, and snacks. The soccer team is now underway with an expectation that council will receive an invitation should they make it to finals!

Strategic Goal Two – Friendly Independent Support, Advocacy and Employment Services

SANITI has now employed a business student as casual engagement officer, in order to manage our obligations with regard to Programme Reps. The engagement officer is handling correspondence between team NMIT and SANITI as well as recruitment of new reps. This position is being covered out of SANITI savings, and is on a trial basis to see if we can make the structure work better. NMIT has been rewriting the reps policy and SANITI has been quite active in working alongside the policy team to ensure optimum collaboration.

As far as Advocacy, term one numbers have been collated and between Jan-April; 126 individual student issues were managed, a number of which has taken over 25hours to work through. The team is doing an amazing job at

getting students seen as soon as possible, with successful outcomes overall. Our employment maternity position has now been filled with the new member starting this week. During the last term 227 CV's and 117 Cover letters were worked on with students, and 12 program specific employment sessions were held, servicing an additional 202 students.

#### Strategic Goal Three: Representation and Collaboration

SANITI's Vice President role has now been filled by the wonderful Nik Moke who represents Maori and Queer students in her other areas of engagement. Nik joins us from the social work stream, and should prove a good balance to the difficult President.

Boards have been getting regular attendance by myself and the exec team are eager to get more involved to enable student representation NMIT wide. The curriculum directors have been a great help in making this happen and are actively working with us to ensure a wider student voice is heard.

In addition, I have been assisting the business school in some of the areas of concern raised by students, both in finding more effective means of communication and around how we can structure feedback to be more solution focused.

#### Other

SANITI will be focusing on its representation over the next few months to ensure incorporation of Te Reo into our everyday dealings more.

**Motion:** That the President's Report is accepted.

N Moke, S Latimer

Carried

#### **Management and Financial Reports**

Financial to be tabled in conjunction with report: Transactions – 16 May to 11 July 2019; Profit v Loss – Jan – June 2019 (Actuals); Profit v Loss – Jan – Dec 2019 (Projected)

#### Strategic Goal One – Fun Social Events Strong Campus Culture

- Nelson – Association handed out soup on Friday 7 June (after the Arbor Day event on Marlborough Campus was cancelled due to the weather) and ran an event for Matarki on Wednesday 12 June. A big thank you for Bunnings for donating vegetable plants, and Sealord's for donating 40 pieces of crumbed fish. The Association ran a soup event on Tuesday 18 June; supported the Trainee Ranger Pōwhiri on Monday 17 June; run a graduation after function for Trainee Rangers on Friday 21 June; a hot drink and muffin stall for the NMIT Information evening on Wednesday 26 June; handed out goodies for exam support 24 June – 3 July.
- Marlborough/Woodbourne Campuses – Association ran a soup event on Base Woodbourne on Thursday 23 May, a cooked Brekkie event on Thursday 20 June on Marlborough Campus and handed out goodies for exam support in conjunction with the Advocacy visit on Wednesday 26 June.
- International Event Schedule – Association ran a kayaking trip, in conjunction with the Adventure Tourism students on Thursday 6 June, attendance was poor, with student's pulling out at the last minute. Association will look at alternatives to running this activity in 2020. Association ran a trip to Pelorus and Havelock on Saturday 15 June, which was well supported by Nelson and Marlborough students. Thank you to Lana O'Sullivan for bringing the Marlborough students through. The next scheduled activity is a Nelson Orientation event on Wednesday 31 July.

#### Strategic Goal Two – Friendly Independent Support, Advocacy and Employment Services

- Advocacies – Association advocacy and support services continued to be busy throughout this period. Advocates are working on a number of academic issues in addition to providing support for students. Advocacy visits to Marlborough have taken place on 28 May, 12 June, 19 June and 26 June.
- Programme Representative System – Association has employed Kerryn Woodward (BCOM student) to work with the advocate to recruit and engage Programme Reps on Nelson campus. K Woodward has been busy contacting Programme areas, identifying programmes starting in 2<sup>nd</sup> semester and updating the Association's information in line with the new Student Representative policy. Association will be running a 'win your class a free lunch competition' as part of promotion every class to have a representative leading up to the next scheduled meeting on Nelson campus on Thursday 1 August. Association ran student representative meetings on Base Woodbourne and on Marlborough Campus on Wednesday 12 June. In addition to this the Association ran a student representative promotional morning tea on Marlborough campus for staff on Monday 27 May.

- NMIT meeting schedule – Association attended Academic Board on 12 June, Quality Committee on 6 June; Health and Safety on 30 May; Learning and Teaching on 6 June; Research and Ethics Committee on 29 March; Academic Misconduct review meeting on 6 June and 3 July; Student Election Process meeting on 11 June. Association has held meetings with Directorate members and Managers of Human Resources and Learner Services.
- Employment Information – Association has run employment information seminars on: 22 May (Pre-trade Auto); 31 May (Arts and Media); 4 June (IT); 13 June (BN3); 20 June (Scholarship Programme); 28 June (AVT); 1 July (Tourism Management). In addition to the groups sessions the Association continues to work with students in relation to individual CV's, with a focus on part-time work alongside their study.
- Support –Focus for 2019 is connectivity and the Association will continue to work on new initiatives independently and with the NMIT POD team.

### Strategic Goal Three – Independent Representation of the student Voice and Student Engagement

- Executive meetings –Meeting was held on 28 January, 18 February, 25 March, 8 April, 20 May, 27 May (Special) and 17 June (Special). Next meeting is scheduled for 15 July alongside Executive Training.
- Executive training day – Scheduled for 15 July.
- NMIT Council – Meeting held on Thursday 21 February, 28 March, 16 May and 27 June (apology submitted due to exams).
- Vice President Election - Election was held on 27 June. Nik Moke was elected to the position of SANITI Vice President for 2019.

N Moke, S Latimer

Carried

### **Correspondence**

No correspondence

### **General Business**

- Hardship Forum – C Prinsloo stated that C Humes had intended to present a PowerPoint outlining the material covered, however he was unable to attend the meeting today. C Prinsloo highlighted issues identified at the forum, that were discussed by the Executive.
- NZUSA – C Prinsloo stated that the Association had been offered an honorary membership (non voting) for the remainder of 2019, at no cost, to gain a better understanding of what NZUSA does for students. Honorary membership, discussed by the Executive including cost of attending NZUSA forums.

**Motion:** That the Association accept the NZUSA offer, for honorary membership, for the remainder of 2019.

L Butler, S Latimer

Carried

- Festival for the Future – C Prinsloo outlined the agenda for this forum. C Prinsloo and N Moke interested in attending as part of their professional development, provision was available under the President/Vice President Employment and Training budget. Attendance discussed by the Executive.

**Motion:** That C Prinsloo and N Moke be funded to attend the Festival for the Future under the President/Vice President Employment and Training budget line item.

S Latimer, Z Guo

Carried

- TEC Ōritetanga Tertiary Success for Everyone - C Prinsloo stated that the Association had received an invitation to this forum in Auckland. In line with the focus on Executive professional development and raising the profile of the Association, C Prinsloo stated that he was keen to take S Latimer to this forum. A Hart stated that she would sending Jaycob Brown, but had provision through a preapproved budget lines. Forum's discussed by the Executive.

**Motion:** That C Prinsloo and S Latimer be funded to attend the TEC Ōritetanga Tertiary Success for Everyone forum from the President Training and Executive Training budget line items.

A McMeeken, Z Guo

Carried

- Community Engagement Forum – C Prinsloo stated that he was keen to send L Butler to the Community Engagement forum, as it was an area she was interested in and would raise the profile of the Association in the Nelson community.

**Motion:** That L Butler is supported to attend the Community Engagement Forum in Nelson.

N Moke, S Latimer Carried

- Policies – A Hart stated that the Association had reviewed the existing policies, identified policies that were no longer required and identified additional policies that were needed. The list would now be prioritised and links to the Constitution identified where applicable.

**Motion:** That the Association move forward with the Policy review process.

L Butler, N Moke Carried

- Constitution – C Prinsloo stated that the Constitution needed to be reviewed and some minor amendments proposed to clarify key responsibilities.

**Motion:** That the C Prinsloo and A Hart draft the minor amendments for the Executive to review.

S Latimer, A McMeeken Carried

- Association Structure – Association structure discussed by Executive and key areas identified. Structures used by other student associations were tabled and the flexibility to meet the challenges of RoVE moving forward considered. The establishment of an advisory board to support best practice and to assist the Association with future planning was identified as key. Executive agreed to consult with Association Manager in relation to the advisory board and any implications for the delivery of services and staff.

**Motion:** That the Executive agree to the establishment of an advisory board, with any Constitutional requirements, tabled at SGM in October 2019, as recommendations for approval.

N Moke, S Latimer Carried

**Next Executive Meeting scheduled for 12 September 2019**

Meeting closed at 11.55am

Signed Prinsloo

Date 17/8/19