

**SANITI Executive Meeting 19 August 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 meeting.

Karakia: C Prinsloo

Present: Cornelius Prinsloo (Chair), Alison Hart (Minutes Secretary/non-voting), Lynnette Butler, Caleb Hume, Anna McMeeken, Zhihao Guo, Sarah Latimer, Ella Gunn

Apologies: Nik Moke

Chair

Carried

Confirmation of Minutes

C Prinsloo tabled the Minutes of the Executive meeting held on 15 July 2019.

Motion: That the Minutes of the Executive meeting held on 15 July 2019 be approved as a true and accurate record.

S Latimer, Z Guo

Carried

Matters Arising from the Minutes

- Policy Update - To be covered under General Business
- Association Structure – Make-up on the Advisory Board discussed by the Executive and ‘Terms of Reference’ to be drafted
- Conflict of Interest Register – C Prinsloo explained the reason for a register. Register to be emailed out to Executive for completion
- Hardship Policy – To be included as an Agenda item for the next meeting
- Restructuring and redundancy – Provision to be tabled at SGM for ratification
- Festival of the Future – To be covered under General Business

President’s Report

Strategic Goal One – Fun Social Events Strong Campus Culture

- Term two kicked off with an awesome re-orientation period which included over 2000 servings of food, music and activities to get the student body activated for semester two. Association held another speed friending evening which was even more successful than the last, and have had an international student engagement day.
- Burgers and Bureaucracy was not only great fun but also allowed us a chance to enable young people to get confident with voting, and to start understanding the importance of having a say in the upcoming elections, both city council, and nationally.
- SANITI will be assisting facilities in coming up with some ideas for the Kowhāi lounge on Nelson campus.

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

- Advocacy remains our most used service, with students needing help with a range of issues, impacting their ability to study. Studylink help slowed down towards the end of the 1st semester, before increasing again with the 2nd semester intake.
- A Fatya has been running employment seminars since his start with SANITI and has gotten unanimously great feedback. He has been assisting with CV’s and also helping a student in their research project focusing on
- Programme representative numbers have increased and thanks to T Baigent, and K Woodward the meeting held last week went great. Students are starting to offer solutions not just problems which has been an issue in the past, and we will continue to work with them in order to grow the student voice. An evening meet and greet with the program reps, and SANITI Executive is planned and invitations will be forwarded to NMIT shortly.

Strategic Goal Three: Representation and Collaboration

- In addition to attending Academic board, Learning and teaching, and the health and safety committee, the Association has been working extensively with NMIT staff and tutors to further student engagement and how that might look.

Other

- SANITI has 3 members heading to Auckland this week to attend the Maori and Pacifica engagement hui held by TEC.

Motion: That the President's Report is accepted.

L Butler, C Hume

Carried

Management and Financial Reports

Financial to be tabled in conjunction with report: Transactions – 12 July to 14 August 2019; Profit v Loss – Jan – July 2019 (Actuals); Profit v Loss – Jan – Dec 2019 (Projected)

Strategic Goal One – Fun Social Events Strong Campus Culture

- Nelson – Association delivered the Reorientation event programme which included: Monday 22 July, Greek salad in conjunction with the Pōwhiri; Tuesday 23 July, Pic's Peanut Butter, in conjunction with a SANITI Info Day with free giveaways; Wednesday 24 July, Speed friending; Monday 29 July, hotdogs; Wednesday 31 July, Burger and bureaucracy, in conjunction with the political parties' youth divisions. Association also ran a Bacon Muffin event for the Carpentry block course on Wednesday 17 July and a soup event on Tuesday 13 August. A big thank you to everyone involved, feedback from students has been very positive and the enhanced Reorientation programme gave students a positive start to the 2nd semester.
- Marlborough/Woodbourne Campuses – Association delivered the Reorientation event programme which included: Thursday 25 July in conjunction with the Pōwhiri and Tuesday 30 July, hotdog event and pizza eating competition, Next event is scheduled for Base Woodbourne on Tuesday 20 August.
- International Event Schedule – Association ran a Nelson Orientation event on Wednesday 31 July and was scheduled to run an Abel Tasman boat trip on Saturday 17 August, which has been postponed until Saturday 14 September due to weather conditions. Association is running a Farm visit in conjunction with Operational Friendship on Saturday 31 August. All the international trips have been oversubscribed and the feedback from students very positive.

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

- Advocacies – Association advocacy and support services continued to be busy throughout this period. Advocacy visit to Marlborough took place on Wednesday 24 July and 31 August in conjunction with the Programme rep meetings.
- Programme Representative System – Association has made a big push in relation to Programme reps for the start of 2nd semester, with K Woodward contacting NMIT staff in areas that did not have reps and staff with courses starting in 2nd semester. In addition to this the Association ran a 'free pizza lunch' competition for programmes with reps, which was won by a Te Reo Maori class and delivered on Wednesday 14 August. Meetings were held on Wednesday 31 July on Base Woodbourne and on Marlborough Campus and Thursday 1 August on Nelson Campus.
- NMIT meeting schedule – Association attended Academic Board on 17 July and 7 August (non-voting); Health and Safety on 8 August; Learning and Teaching on 1 August. Association has held meetings with Directorate members and Managers of Human Resources and Learner Services.
- Employment Information – Association has run employment information seminars on: 17 July (International); 26 July (Nursing); 31 July (Mech Eng); 14 August (Base Woodbourne). 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. Adam Ftaya is also working with Sarah Latimer to investigate the demand and logistics for a volunteer's club on campus and with the CoLab, on initiatives to bring students and employers together.

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), 15 July in conjunction with Executive Training. Next meeting is scheduled for 19 August.
- Executive training day – Held on 15 July.
- NMIT Council – Meeting held on Thursday 21 February, 28 March, 16 May, 27 June (apology submitted due to

exams) and 15 August.

- SGM - Scheduled for 22 October 2019.

Other

- Tertiary Education Commission – C Prinsloo, Sarah Latimer and Jaycob Brown attended the TEC Forum in Auckland on 6–7 August. Presentations included a session by Georgia University in the United States, which turn around their delivery and now have a significantly higher completion rates over the entire student demographic.
- China Project – Association has been hosting a two-week activity programme for Chinese student ambassadors and tutors. A big thank you to Melissa Richards for taking on delivery of this programme and to all the SANITI team that have been involved. Feedback from the students and tutors has been very positive.
- Rae Butterworth – Association would like to acknowledge and thank R Butterworth for her work with the Association and students as a head chef and Manager of the Ake Ake café over the last thirteen years. We wish her well on her new endeavor.

C Hume, S Latimer

Carried

General Business

- Annual Survey – C Prinsloo stated that the annual survey had been reduced to focus on the questions required under the strategic plan and SLA. Survey would be posted on Wednesday and C Prinsloo encouraged the Executive to promote the survey within the student body.
- TEC Ōritetanga Tertiary Success for Everyone – C Prinsloo stated that the forum was of value to both NMIT and the Association. Speakers focused on course delivery that worked for all. Overseas studies found that the focus on 'all students', lifted the success rates for all students including minority groups. Study found that 'they (students) were not the problem, we (Institutes) are'. Key question was 'What are we doing wrong as an Institute?'. C Prinsloo stated that NMIT Council had agreed to cover the Presidents cost of attending this forum.
- Data Collection – C Prinsloo stated that the Association increasingly had concerns about student's personal data, who had access to it and how it was being used. Concerns discussed by the Executive. Association to continue to raise concerns with NMIT. Students need to be informed and give consent for information to be recorded and shared within the Institute. Ethical data collection, use, access and storage, is an issue for past, current and future students.
- Festival for the Future – C Prinsloo stated that had been a challenging weekend and quite confronting at times. Both C Prinsloo and N Moke would provide the Executive with a brief report on the material covered.
- Executive Training - C Prinsloo stated that he would be approaching Andrew Luke, NMIT Director of Māori Education in relation to Tikanga training for the Executive.
- Mental Health Awareness Week – C Prinsloo stated that the Association was working initiatives for this week and that he was keen to look at the option of having an external speaker to run a forum on campus. C Prinsloo stated that he would look at options and sponsorship funding for this initiative.
- Policies – A Hart stated that as part of reviewing the Association's financial policies, the challenge of maintain savings accounts at multiple banks, as part of the investment portfolio was no longer feasible. New legislation required extensive additional documentation and with Officer holders changing on a regular basis (as their study programmes were completed), it was time consuming and expensive for the Association. Association's main accounts were held at ASB and saving accounts held at ANZ and SBS. A Hart stated that subject to the approval of the Auditor and Accountant, she recommended that the ANZ and SBS accounts be closed and the ASB approached about a package to maximise the returns for the Association. Recommendation discussed by the Executive.

Motion: That subject to Association Auditor and Accountants approval the ANZ and SBS accounts to be closed and transferred to ASB.

C Prinsloo, E Gunn

Carried

- Executive Honorariums – C Prinsloo stated that the payment of honorariums had been raised by Executive members and that there was provision for this in the Associations Constitution. Focus to date had been on training opportunities but that an honorarium had been paid in the past to assist with the cost of attending meeting. Options discussed by the Executive. Executive members to be paid an honorarium of \$20/meeting, to cover meeting expenses be paid to Executives at the end of 2019.

C Prinsloo closed the meeting with a karakia

Next Executive Meeting date to be confirmed

Meeting closed at 1.05pm

Signed Prinsloo

Date 14/10/9