

**SANITI Executive Meeting 28 January 2019
(Nelson Campus)**

Meeting Opened: 12.06pm

C Prinsloo thanked them for taking the time to attend the meeting. C Prinsloo welcomed K Singh. K Singh was elected onto the Executive at SGM in 2019. K Singh introduced himself to the Executive.

Present: Cornelius Prinsloo (Chair), Alison Hart (Minutes Secretary/non-voting), Abhishek Mishra, Anna McMeeken, Caleb Hume, Kawaljit Singh, Geoff Ormandy (Advisor/non-voting)

Apologies: Umang Jindal, Zion Frandi

Absent: Jayden Cleal

Chair

Carried

Register of General Business

C Prinsloo stated that the first three weeks in the role of Student President had been a learning curve and that he appreciated the support he had received from A Hart and staff. C Prinsloo outlined his focus for 2019 and discussed initiatives around connectivity with the Executive.

Confirmation of Minutes

C Prinsloo tabled the Minutes of the Executive meeting held on 5 December 2018.

Motion: That the Minutes of the Executive meeting held on 5 December 2018 be approved as a true and accurate record.

C Hume, A Mishra

Carried

C Prinsloo tabled the Minutes of the Special Executive meeting held on 19 December 2018.

Motion: That the Minutes of the Special Executive meeting held on 19 December 2018 be approved as a true and accurate record with the following amendments:

Laura Ward-Thomas (on phone) added to present

A McMeeken moved to apologies

A Mishra, C Hume

Carried

Matters Arising from the Minutes

- Review of current service providers – C Prinsloo stated that he wished to speak to this in confidence under ‘Committee of the Whole’

Motion: That the meeting move to ‘Committee of the Whole’, under 7.1 of the SANITI Constitution.

Chair

Carried

Motion: That the meeting move from ‘Committee of the Whole.’

Chair

Carried

Motion: That the Executive approve the review of the service providers in relation to Solicitor of the Association under 25.2 of the SANITI Constitution.

K Singh, A Mishra

Carried

- Policy update and development – Action List 2,3 and 4 to be combined. C Prinsloo stated that he had concerns about the ‘Employment Sub-committee’ and wished to investigate other options in light of recent events. Association to look at other models and report back to the Executive.

- Container Bar – NMIT has stated that this is not feasible at this time. To be removed from action list.

- SJS Membership – Resignation letter submitted on 8 January 2019. To be removed from action list.

- Programme Representative – No further action required. To be removed from action list.

President’s Report

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

- Program Representatives – Toni Baigent and I have been working towards the program reps structure for this year. The Association is making significant changes but hope to include numbers and areas of involvement. One initiative in this is our aim to host a wine and cheese night with the program reps. It would be great if the Executive could attend in order to further aid our goal for connectivity. Dates TBC.

- NMIT Committees - Academic Board – First Academic Board meeting is scheduled for 13th February, Quality Committee – First meeting scheduled for 21st February; Learning and Teaching – No news from them yet; Health Safety & Wellbeing – No news from them yet; Research and Ethics – No news from them yet.

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

- Election and Representation of Executives – Current executive team will stand as is today, with the addition of Umang Jindal. The next election is scheduled for April 2, 2019 at our Annual General Meeting (AGM). Those of you who have been co-opted will need to stand again.
- Executive awareness and response to student issues and concerns – Report on in Feb*
- Increased visibility and reach of the Executive - Report on in Feb*
- Students are actively represented in all NMIT environments - Report on in Feb*
- Relationship developed between NMIT and student body – Working on this as is and will endeavor to improve as the year goes.
- President training and support – C Prinsloo stated that there was a leadership PD opportunity through Victoria University, that he would like to attend and make available to the Association Manager. PD discussed by the Executive.

Motion: That professional development is approved within budget allocations for leadership training.

A McMeeken, A Mishra Carried

- Membership – No withdrawals. There had been an increase in student applications to enroll at NMIT so we are expecting numbers to climb!

Motion: That the President's Report is accepted.

A Mishra, K Singh Carried

Administration and Financial Report

Financial tabled in conjunction with report:

Transactions – 4 Dec 2018 – 25 Jan 2018

NMIT – SANITI - Service Level Agreement

Final 2018 reports were submitted on 18 January 2018. Schedules for 2019 have now been approved and Continuation letter for 2019 signed.

Strategic Goal One – Fun Social Events Strong Campus Culture

- Nelson – Association handed out 'goodie' cups with coffee and chocolates from 3 to 7 December to support students completing their final assignments and to welcome student who are studying in summer school. In conjunction with NMIT the Association ran the Nelson Graduation after-function on Tuesday 18 December and received positive feedback from students and their families. While the Association did end up providing a staff member for the bar, it was significantly cheaper than 2017, when external contracts were engaged. Association is currently working on the 2019 event programme, taking into consideration the feedback provided by students and the Executive in 2018.
- Marlborough/Woodbourne Campuses – Association ran the Marlborough Graduation after-function on Thursday 13 December and received positive feedback from students and their families. Using the Heartland Hotel gave attendees the option to stay on after the function. Association is currently working on the 2019 event programme, taking into consideration the feedback provided by students and the Executive in 2018.
- International Event Schedule – Association ran the last international activity for 2018 on Wednesday 5 December, a Nelson orientation trip for students starting in Summer School. This was very well supported with the staff receiving positive feedback from the students. Association is currently working on the 2019 activity programme, which has been amended to include two pot-luck dinners on Nelson campus.

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

- Advocacies – Association advocacy and support services is currently working with students in relation to 2018 academic issues, enrolments and StudyLink for 2019. Association is currently updating the website and promotional material and finalising the Marlborough campus visit dates for 2019.

- Programme Representative System – No meetings held during this period. 2018 certificates have been generated. There are number of certificates that have not been sent out, due to lack of current addresses for the representatives. Moving forward the Association will produce the certificates at the end of November and require students to collect their certificate directly from the office. Planning is currently underway for 2019. Also covered under Presidents report.
- NMIT meeting schedule – No committee meetings held during this period. Association has held meetings with the Executive Director Customer Experience and Excellence, Managers of Human Resources and Learner Services.
- Student Job Search – Association submitted its resignation from in-term membership on 8 January 2019. Also covered under Presidents report.
- Employment Information – Association is working on further developing this service in 2019. Focus will be on class and group sessions to increase the exposure of the service. International student sessions will be scheduled in line with the three main intake dates. Association is also in the process of developing a more formal volunteer system, with the intention of supporting students to gain experience and assist with connectivity on campus.
- Support – Ongoing. Association will be supported the Community Orientation on 6 December for summer school students. Focus for 2019 is connectivity. NMIT has a similar focus for 2019 with their staff.

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

Covered under President's report.

- Executive meetings – Held on 9 March; 4 May, 6 June, 29 June, 1 August and 24 September, 5 December and 19 December in 2018. Meeting dates have been set for 2019, so that the number of meetings can be aligned to the Associations Constitutional requirements and Strategic Plan.
- Special General Meeting – Held on Tuesday 22 January to approve a budget line item for 'Exceptional Circumstances' to a value of \$20,000 for the 2018 financial year. There were a number of questions from the students in attendance but a majority of students voted for the Motion to be passed. The Association needs to review the Constitution and develop a policy in relation to 'Exception Circumstances' in order to comply with legislative obligations moving forward.
- Annual General Meeting – Scheduled for Tuesday 2 April.
- Executive Election – Nominations will open on Tuesday 12 March and the election held in conjunction with AGM on Tuesday 2 April.

Other

- Farewell Morning Tea – Association held a farewell morning tea for Abbey Paterson on Tuesday 11 December in the NMIT staff room with a gift being presented.
- Staff Christmas Lunch - A staff lunch which included incoming President, Cornelius Prinsloo was held on Friday 14 December.
- 2018 Accounts – Association is currently working through the debtors and creditors for the 2018 accounts, with the intention of having the books logged with the accountant by Friday 1 February. This will mean that the Association accounts and records can be audited in March in time for AGM.
- Design Computer – Association currently in the process of replacing this computer.
- Infill Wall – Association is working with NMIT carpentry to build an infill wall in the Employment Information office space. This infill wall will reduce the kitchen and event noise in this area. A big thank you to the NMIT carpentry team for coming on board, after the Association received an unaffordable quote from an external builder. Association will work with Campus services in relation to painting the infill wall.
- Wall planner – NMIT dates for the wall planner should be confirmed on Monday 28 January, which means that that the Association will be able to go to print a week earlier than scheduled.
- Discount directory – Association is still working on the directory, following up with businesses in relation to student discounts. As this is the first year the Association is producing the directory it is a bigger job than anticipated. The intention is for the listings to cover the printing costs; however, the Association may need to offer some free listing to promote the directory to business for 2019.

A McMeeken, K Singh

Carried

Correspondence

1. Charities Services – Update of Office holders registered.
2. Executive resignation letter – Laura Ward-Thomas, due to study commitments.
3. Executive resignation letter – Alexis Heywood, due to work and community commitments.

Motion: That L Ward-Thomas and A Heywood resignations are accepted and that they are thanked for their work as Executive members.

A McMeeken, C Hume Carried

Motion: That inward correspondence is received.


A Mishra, C Hume Carried

General Business

- Executive meetings – C Prinsloo keen to investigate training/upskilling options for the Executive who were interested in undertaking more work. Executive would prefer meeting catering to be reduced.
- Loud shirt day – C Prinsloo asked the Executive whether they wished to continue with this initiative in 2019. To be discussed at next meeting.
- Connectivity – Chill out zone has been included in 2019 event programme. Association to run other initiatives throughout 2019.

Next Executive Meeting scheduled for 18 February 2019

Meeting closed at 1.30pm

Signed 

Date 25/3/19