



Te Awhioraki

Minutes of Te Awhioraki

Executive Meeting

Date: 25th Feb 22

Time: 03:38pm

Location: Glass Meeting Room. Forbes Building
And by video conference (VC)

Attendees	
Position	Name
Tumuaki	Harris Moana
Tumuaki Tuarua	Brooklyn Greer-Atkins
Te Kaitiaki Pūtea	Peta Pitts-Brown (MS Teams) (VC)
Kaituhituhi	Travis O'Boyle
Kaimahi	Ellis Watson (MS Teams) (VC)
Kaimahi	Katarina Cox-Winiata (MS Teams) (VC)
Manuhiri	Cheyenne Wilson
Apologies	
Nil.	Nil.

1. MIHI AND KARAKIA

The Tumuaki welcomed everyone to the meeting and invited Brooklyn Greer-Atkins to open the meeting with karakia.

2. APOLOGIES

There were no apologies because all committee members were present.

3. CONFIRMATION OF THE AGENDA

An agenda of items for meeting was discussed.

4. ACTION ITEMS

Item	Date assigned	Action required	Person (s) responsible	Due Date	Status	Date Completed
1	Dec 21	Create a pamphlet for Te Awhioraki	Kataraina Cox-Winiata	Feb 22	Report received	Feb 2022
2	Dec 21	Create a video for Te Awhioraki	Ellis Watson	Feb 2022	Report received	Feb 2022
3	Dec 21	Review of Market Day event	Peta Pitts-Brown	Feb 2022	Report received	Feb 2022

5. TUMUAKI ADDRESS

Harris Moana, addressed the meeting. He asked that:

- 2022 be the Executive's year to serve Maori students and help support students as much as possible. This will require commitment outside of the ordinary hours.
- Although we have taken on the extra responsibility by being Executive members, our priority should be our studies. Studies come first.
- We all enjoy our time on the Executive.
- We continue to build a framework that will be of benefit to future leaders of Te Awhioraki.

6. REPORTS

A. Te Awhioraki Pamphlets

Point	Report
1	The pamphlet is a good design and easy to read.
2	Liaison with key stakeholders was good.
3	Laura was very proactive and excellent to work with.
4	The pamphlet was given out on market day. Approx. Sixty were given out.
5	An improvement point is to make the pamphlet more generic to be used in more than one year.
6	500 pamphlets were purchased.

B. Te Awhioraki Video

Point	Report
1	The video was simple and easy to put together.

2	Technical complications with the video sound of one Executive member. That video was sent away to a subject matter expert to fix.
3	Janelle sent the videos to a sound specialist.
4	The video will be used at Re-O-Week again.

C. Review of Market Day

Point	Status
1	Te Awhioraki stand was set up well.
2	Free merchandise was a good incentive. Next time make gear give away more incentive-based; people have to play a game and win to get free merchandise.
3	The Executive agreed to send an email to all students that signed up at clubs and market day regardless of whether they are of Maori descent or not.

7. **2022 STRATEGIC PLAN**

The 2022 Te Awhioraki Strategic Plan was presented for discussion by Harris Moana and Travis O'Boyle.

Motion:	That the 2022 Te Awhioraki Strategic plan be approved and presented to the March 2022 AGM for adoption.
Moved by:	Travis
Second by:	Peta
Carried:	Unanimously

8. **2022 ANNUAL FINANCIAL BUDGET**

The 2022 annual financial budget was presented for discussion by Peta Pitts-Brown. Any expenditure outside the approved budget needs to be approved by the Executive.

Motion:	That the 2022 annual financial budget be approved.
Moved by:	Brooklyn
Seconded by:	Travis
Carried	Unanimously

9. **MERCHANDISE**

The meeting discussed merchandise ideas.

Motion:	That merchandising ideas be investigated by Brooklyn Greer-Atkins and Peta Pitts-Brown.
Moved by:	Brooklyn
Seconded by:	Travis
Carried	Unanimously

10. SOCIAL MEDIA

The Executive agreed to keep the three social media platforms (Instagram, Facebook and Snapchat) operating the same.

11. APPOINTMENT OF EXECUTIVE SECRETARY

The Executive has a vacancy for the position of Kaituhituhi. It was proposed that Travis O’Boyle be appointed to the position of Kaituhituhi.

Motion:	That Travis O’Boyle be appointed as Kaituhituhi of the Te Awhioraki Maori Students Association.
Moved by:	Brooklyn
Seconded by:	Peta
Carried	Unanimously

12. CONSTITUTION

All constitution changes must be submitted and presented at the AGM. Travis and Cheyenne tabled recommendations regarding the "Executive Rules" and rules around the quorum.

13. PORTFOLIO ALLOCATION

Portfolios for Social Media, Events, Well-being/COVID, were discussed as per the Strategic Plan for 2022.

ACTION POINT: Harris Moana to allocate and confirm the allocation of portfolios among Executive members by next week.

14. HEALTH AND SAFETY/ COVID RULES FOR ACTIVITIES.

The whole Executive emphasised that COVID protocols need to be followed and understood. If members plan activities, they should consult the member who holds the "Well-being/COVID" portfolio.

15. GENERAL BUSINESS

Harris allocated the Lincoln University committee and working groups to the executive members to attend. Cheyenne raised a concern about the workload of the Executive members and raised the question, if members are going to be attending meetings should be remunerated for that as they are reducing the work load for the Tumuaki (which is a paid position).

	Campus Service Council	Cycle 6 - Academic Audit	Equity Diversity and Inclusion Working group	Equity and Diversity Policy	Sustainability Taskforce
Brooklyn	Y		Y	Y	
Peta	Y				
Travis		Y			
Katarina	Y				
Ellis					Y

16. NEXT MEETING

The next meeting will be at 6 pm on Monday 7 March 2022, in the Whare.

17. CLOSING KARAKIA.

The meeting was closed at 4:59 pm with karakia by Katarina Cox-Winiata.

TE AWHIORAKI
MĀORI STUDENTS' ASSOCIATION