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Minutes of Te Awhioraki General Meeting

**Date**: 22 Mar 2023

**Time**: 1400

**Location**: Library, Lincoln University.

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| **Executive Attendees** | |
| **Position** | **Name** |
| Tumuaki Takirua | Brooklyn Greer-Atkins |
| Kaituhituhi | Jasmine Donald |
| Kaimahi | Jonty Gallagher |
| Kaimahi | Cas Bunt |
| Kaimahi | Ngapera Parata |

1. **MIHI AND KARAKIA.**
   1. The Tumuaki Takirua welcomed everyone to the meeting, at 1400 to open the meeting.
2. **APOLOGIES.**
   1. Reece was absent from attending a Lincoln University Scholarship meeting.
   2. Travis was absent from attending Learn Teaching Committee meeting.
3. **MINUTES OF THE PREVIOUS MEETING**

3.1 The minutes of the previous meeting held on 6 Mar’23 were reviewed.

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| **Motion:** | The minutes from the meeting on 6 Mar ’23 are a true and accurate record of that meeting. |
| **Motion by:** | Brooklyn. |
| **Second by:** | Cas. |
| **Carried:** | Unanimously. |

1. **MATTERS ARISING FROM PREVIOUS MINUTES.**
   1. There were no alterations nor corrections to the minutes.
2. **TUMUAKI REPORT**
   1. Brooklyn discussed:
      1. Brooklyn attended a student representative meeting and discussed academic support for students.
      2. Te Awhioraki representative for the Hui Kaiārahi in Hamilton.
3. **ACTION POINTS**

6.1 Action points 5, 6, and 7 have been completed.

1. **PORTFOLIO UPDATE**
   1. **Te Kaitiaki Putea.**

7.1.2 Confirmed Codebreakers event for 22 Mar ’23.

7.1.3 Expenses all up to date.

* 1. **Kaituhituhi.**
     1. Update on the outdoor sign for the whare.
     2. Update on business cards for executive members.

**ACTION POINT 8**

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| Date Assigned | Action Required | Person (s) responsible | Due Date | Status | Date Completed |
| 22 Mar 23 | Establish final quote for the 900x600mm Aluminum sign and send it to Brooklyn and Travis. | Jazz | 29 Mar ‘23 | In progress | TBC |

* 1. **Kaimahi. Inclusion and Education.** 
     1. Meeting updates with LUSA.
     2. The shoe rack for the Whare has been ordered.
     3. Organised faulty lock at Whare to be fixed.

**ACTION POINT 9**

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| Date Assigned | Action Required | Person (s) responsible | Due Date | Status | Date Completed |
| 22 Mar 23 | Pay shoe rack costs. | Brooklyn | 29 Mar ‘23 | In progress | TBC |

* 1. **Kaimahi. Well Being.**
     1. Meeting with LUSA wellbeing team regarding Mental Health Awareness Month.
     2. Upcoming BBQ event on 18 Sep ’23.

**ACTION POINT 10**

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| Date Assigned | Action Required | Person (s) responsible | Due Date | Status | Date Completed |
| 22 Mar 23 | Provide Brooklyn and Travis with quote including food quantity for what is required for the BBQ. | Jonty | 29 Apr ‘23 | In progress | TBC |

* 1. **Kaimahi. Cultural Engagement.**
     1. Organising Mau Rākau for the first cultural engagement event.
     2. Haka practice for 29 Mar ’23.

**ACTION POINT 11**

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| Date Assigned | Action Required | Person (s) responsible | Due Date | Status | Date Completed |
| 22 Mar 23 | Organise and promote Haka practice for 29 Mar ’23. | Ngapera | 24 Mar ‘23 | In progress | TBC |

1. **MOTIONS TO MOVE**
   1. There were no motions to be moved.
2. **GENERAL BUSINESS**
   1. Brooklyn outlined the following;
      1. IRD Payments for Te Awhioraki executive.
      2. Checking up to ensure Te Awhioraki executives are sending emails professionally.
      3. Postgrad connection with Te Awhioraki.
      4. Clean up and tidy of the Whare.

**ACTION POINT 12**

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| Date Assigned | Action Required | Person (s) responsible | Due Date | Status | Date Completed |
| 22 Mar 23 | Organise Te Awhioraki review of the Whare to establish areas that need tidying. | Brooklyn | 29 Mar ‘23 | In progress | TBC |

**ACTION POINT 13**

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| --- | --- | --- | --- | --- | --- |
| Date Assigned | Action Required | Person (s) responsible | Due Date | Status | Date Completed |
| 22 Mar 23 | Email postgrad representative to ask how Te Awhioraki can connect better with them. | Brooklyn | 29 Apr ‘23 | In progress | TBC |

* 1. Jonty outlined the following:
     1. Upcoming event on week of 1st May. Basketball and make your own pizzas in Whare.
     2. Wellbeing packs.
  2. Cas outlined the following;
     1. Future leader development and collaboration with Te Awhioraki.
     2. Living Laboratories at Lincoln University. Cas has joined the board.
  3. Ngapera outlined the following:
     1. Sent an email to Te Manutaki inquiring if the Meningococcal vaccine can be funded for Lincoln University students.

**NEXT MEETING**

10.1 The next meeting will occur on 26 Apr ’23.

1. **CLOSING**.

11.1 The meeting closed at 1500.