



Te Awhioraki

Minutes of Te Awhioraki

Executive Meeting

Date: 7 March 22

Time: 1800

Location: Whare, Lincoln University.

Attendees	
Position	Name
Tumuaki	Harris Moana
Tumuaki Tuarua	Brooklyn Greer-Atkins
Kaituhituhi	Travis O'Boyle
Kaimahi	Ellis Watson
Kaimahi	Katarina Cox-Winiata
Apologies	
Te Kaitiaki Pūtea	Peta Pitts-Brown

1. **MIHI AND KARAKIA.**

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

2. **APOLOGIES.**

Peta sent in his apologies and advised that he could not attend.

3. **MOTION TO MOVE PREVIOUS MINUTES.**

The motion was not tabled due to the minutes from the previous meeting being reformatted. However, the minutes will be tabled at the next meeting on 21 Mar 21.

4. **MATTERS ARISING FROM PREVIOUS MINUTES.**

There were no matters arising from the previous minutes.

5. **Tumuaki opening address**

Discussed the last two weeks and the activities that have occurred:

- BBQ – held at the Whare, on 27 Mar 22. Low student attendance.
- The next BBQ will look to be held mid-week to increase student engagement.

6. **POSITION UPDATES**

- Brooklyn – Outlined that the march for equity and diversity will be held in three weeks and that the executive will support the running of it.
- All other positions had nothing significant to report.

7. **PORTFOLIO ASSIGNMENTS**

Harris has assigned portfolios to executive members in line with the strategic plan.

- Media – Peta.
- Whare – Katarina.
- Events – Travis.
- Welling and COVID 19 – Ellis.

8. **UPCOMING EVENTS**

It was decided that due to time constraints, the first group would not conduct an activity but rather do it later. Therefore, Brooklyn and Travis will be the first group to organize an activity.

ACTION POINT 1

Date Assigned	Action Required	Person (s) responsible	Due Date	Status	Date Completed
07 Mar 22	Organize and create a brief for the executive on the activity that will be run. Include a draft budget, bookings required, and a plan outline for the activity day.	Brooklyn and Travis	21 Mar 22 (Next Executive General Meeting).	Development Stage	TBC

9. **MOTIONS TO MOVE**

Motion:	The Council Service Report that Harris and Peta produced is a true and accurate reflection of the expenditure in 2021.
Moved by:	Brooklyn
Second by:	Travis
Carried:	Unanimously

10. **GENERAL BUSINESS**

- Harris has created a list of items purchased for the Flatpicks. All packs have been split into students in the Halls and flatting students.

ACTION POINT 2

Date Assigned	Action Required	Person (s) responsible	Due Date	Status	Date Completed
07 Mar 22	Buy all the items required for the flat packs.	Kati and Ellis.	10 Mar 22	Being actioned.	TBC

- **ACTION POINTS ASSIGNED THAT WERE TALKED ABOUT IN GENERAL BUSINESS:**

A. ACTION POINT 3

Date Assigned	Action Required	Person (s) responsible	Due Date	Status	Date Completed
07 Mar 22	To draft a recommendation at the AGM to update the constitution to include a corium that allows people to join a meeting via an online/digital means.	Harris.	15 Mar 21	Being actioned.	TBC

B. ACTION POINT 4

Date Assigned	Action Required	Person (s) responsible	Due Date	Status	Date Completed
07 Mar 22	Communicate to the executive the update on the accounts from Bridgette.	Harris	11 Mar 22	Waiting on information/email	TBC

C. ACTION POINT 5

Date Assigned	Action Required	Person (s) responsible	Due Date	Status	Date Completed
07 Mar 22	Find out with Campus Services if the Camera in the courtyard is connected and recording video.	Brooklyn	21 Mar 22	Being actioned.	TBC

D. ACTION POINT 6

Date Assigned	Action Required	Person (s) responsible	Due Date	Status	Date Completed
07 Mar 22	Develop a booking system that allows the Whare to be booked.	Travis	21 Mar 22.	Being actioned.	TBC

E. ACTION POINT 7

Date Assigned	Action Required	Person (s) responsible	Due Date	Status	Date Completed
07 Mar 22	Update the MS Team document list with the new format for meeting schedules and report schedules.	Travis	21 Mar 22.	Being actioned.	TBC

F. ACTION POINT 8

Date Assigned	Action Required	Person (s) responsible	Due Date	Status	Date Completed
07 Mar 22	Develop a template for Te Awhioraki welfare funding.	Peta and Ellis.	21 Mar 22.	Being actioned.	TBC

G. ACTION POINT 9

Date Assigned	Action Required	Person (s) responsible	Due Date	Status	Date Completed
07 Mar 22	Enquire about getting a quote for designs and estimated costs of new merchandise.	Peta and Brooklyn.	4 Apr 22	Being actioned.	TBC

11. NEXT MEETING TIME AND LOCATION.

21 Mar 22. 1800. At the Whare.

12. CLOSING KARAKIA. BROOKLYN GREER-ATKINS.**13. ADJOURNMENT.**

1855, 08 March 2022.