



Otago uni **students'** association

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Finance Officer
2nd Quarter Report 2019
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COVER LETTER

I find the contents of my Quarterly Report to be self-explanatory and within word count. My cover letter will be brief and sparing in light of this. I have put it in the format of an acrostic poem for *enjoyment*. Please *enjoy*.

Found my feet in this position, and next semester is the most important financially
I sit on and attend many committees within OUSA and the University, and I find a lot
of joy in engaging with them
Nuts! It's nuts how much you can influence and achieve through OUSA and I need to
move proactively rather than reactively to get the most out of this year for
myself and students
Am excited for getting underway with the next phase of our Local Body Election
campaign and want to engage local media with our perspectives
Not reaching my quota for volunteering is a big disappointment and will be rectified
next Quarter
Come to realise nothing beats in-person conversations for organising events and
campaigns
Enjoyed supporting my fellow Executive members in their endeavours, whether
financially or logistically

Occasionally I required support from my fellow Executive Officers due to schoolwork
and other commitments, like the OUSA Capping Show
Future: there is a lot I still wish to accomplish; I need to commit to my goals
Focusing on budget process next quarter means engaging students in the meaning of
the CSSF
Investment Policy is essential for future Executives and Association as a whole
Creating video content from the Executive bridges gaps between us and students
Encouraging the Executive to cost their plans smartly but be creative is the plan for
the next Quarter
Reaching a five-year strategic plan for the Aquatic Centre would make my year

Enjoy the report!

Bonnie Harrison

PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

- 1.1 Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.

I have not had to assume these responsibilities during this quarter.

- 1.2 Where reasonably required, assist the Administrative Vice-President in their duties.

I have not had to assume these responsibilities during this quarter.

- 1.3 Be a member of appropriate internal committees of the Association, including, but not limited to:

- 1.3.1 Standing Committee of the Executive;

I have attended all Executive meetings to date, except for one due to illness, and contributed with enthusiasm.

- 1.3.2 Finance and Expenditure Committee;

I have organized and chaired the Finance and Expenditure Committees this quarter.

- 1.3.3 Grants Panel;

I have attended all Grants Panel meetings to date and enjoyed contributing to the panel discussions.

- 1.4 Meet Monthly with the Chief Executive Officer to ensure a governance oversight of the association finances.

I have enjoyed meeting on a frequent basis with the Chief Executive Officer to discuss the Association's finances, in and out of FEC. Discussions with the Secretary and the Accounts department have also bolstered my growing understanding of the Association in this way. I receive monthly breakdowns of the Executive's financial statements.

- 1.5 Chair meetings of the Finance and Expenditure Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.

I have chaired all Finance and Expenditure Committee meetings this quarter. I set times via email, and accept apologies this way. The minutes from each meeting are formalised and submitted for the following Executive meeting. This quarter I have improved upon the formality of FEC meetings by calling for items and circulating an agenda prior to the meeting.

- 1.6 In conjunction with the Chief Executive Officer, formulate and implement a business strategy for the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.

The process of formulating an Investment Policy for the Association is underway and I have been provided resources from the University CFO. I have talked with the COO and other interested members of the University community who have generously offered their advice and support in formulating business plans for Starters Bar and OUSA as a whole.

- 1.7 Maintain a sound understanding of the position of any Association holdings, ensuring that all relevant documentation is filed and accessible and that financial controls are critiqued.

I read and sign off the Association's invoices fortnightly. This allows me to keep afloat of all the Association's expenditure. The Chief Executive Officer provides a comprehensive debrief of the Association's position at the Finance and Expenditure Committee meetings.

- 1.8 Provide briefings to the President and Executive on the Association's business interests when required, and present monthly reports to the Executive on such matters.

The minutes of the Finance and Expenditure Committee are sent and received at the subsequent Executive Meeting. I make myself available for giving further detail if requested.

- 1.9 In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an annual report.

Completed.

- 1.10 In conjunction with the Accounts team, monitor Association accounts compared to budget, ensuring expenditure is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.

I review the fortnightly transactions with a critical eye and raise any questions with the Chief Executive Officer or the Accounts team.

I have organised checkpoints for the Executive Officers to update me about their plans and associated spending in Semester 2.

- 1.10.1 Where practical be available to authorize transactions from the association accounts as well as bi-monthly tax payments.

I authorize fortnightly transactions and am constantly available on-call to authorize urgent payments in person or online.

- 1.11 Oversee and coordinate the budget revision process prior to the first referenda of that calendar year, and the budget setting process in the latter half of that calendar year.

I have had meetings with the Chief Financial Officer of the University and the Finance and Expenditure Committee on the future of the Association's budget. This is a year-long process that integrates the setting of the Compulsory Student Services Fee, the creation of the Student Services Levy Agreement, and consideration of our own Investment Policy.

I have met with the Advisory Group for the Compulsory Student Services Fee. From this meeting, the President and I planned our visits to the Satellite Campuses to conduct consultation on behalf of the University on the CSSF.

These visits occurred at the end of May. I have since written a formal report on the feedback and circulated it to stakeholders.

I am in the process of organising consultation for the Dunedin campus fee.

- 1.12 Where applicable, help Executive Members who are cost centre controllers to create and maintain their budgets.

I have monitored the spending of the Executive. I have had meetings with members of the Executive who require assistance with planning their campaigns and costing their plans. I have reminded Executive members about the protocol for spending their budget.

I have tried to reach consensus on proposed Executive expenses, and where consensus has not been met on an investment, that investment has not gone ahead.

- 1.13 Ensure that all Executive Officers are familiar with the expenditure process and assist them where necessary.

I have spoken at Executive meetings about this and assisted Executive Officers with spending.

- 1.14 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:

- 1.14.1 Planet Media Dunedin Limited;

I am not a Director of this company.

- 1.14.2 University Union Limited;

I have been appointed as a Director of the University Union Limited company. I sent my apologies for the meeting this quarter due to being out of town conducting feedback on the CSSF.

- 1.14.3 University Book Shop Otago Limited; and

I am not a Director of this company.

- 1.15 Where appropriate, seek advice from the Auditors on financial matters relevant to the Association and from the Honorary Solicitors on legal matters relevant to the Association.

I have not had to seek the above services thus far.

- 1.16 Affiliate Recreation, with assistance from the Clubs Development Officer and the Recreation Portfolio Executive Officer.

I have not been required to assist with affiliation in my capacity as Finance Officer.

- 1.17 Ensure that OUSA grants are distributed in accordance with the Association's Strategic Plan.

I have enjoyed sitting on the Grants Panel. I vote to distribute grants in accordance with Grants Policy, with a mind to OUSA's Strategic Plan where grey areas arise.

- 1.18 Assist and liaise with students and students' associations on University of Otago satellite campuses.

I have visited University of Otago Christchurch and University of Otago Wellington with the President. Each meeting went for over 2 hours addressing the unique problems and needs students at satellite campuses have.

- 1.19 Be available via cell phone at all practical times.

I am available via cell phone at most all times. My contact number is available in the Executive Bull Pen and I receive emails directly to my phone.

- 1.20 Perform the general duties of all Executive Officers.

I have performed the general duties of an Executive Officer, which is detailed in Part Two.

- 1.21 Where practical, work not less than twenty hours per week, from January 1 until December 31.

I have completed this to the best of my ability and knowledge, with the exception of the week-and-a-half encompassing the OUSA Capping Show, and a week within the examination period in which I had both of my University exams. During both of these periods I notified my OUSA colleagues about being time-poor, and was supported in my workload during this time, much to my appreciation.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

- 2.1 Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:

- 2.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;

N/A.

- 2.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;

N/A.

- 2.1.3 Collecting for the capping charity; and

N/A.

- 2.1.4 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.

I submitted approximately 20 questions to the OUSA Referendum. I was stationed at the rear of the OUSA SGM to encourage students to attend. I approved the provision of pizza for the SGM.

- 2.2 Where reasonable, all Executive Officers are to be available for Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.

I have attended all Executive Meetings except for one. I have not been required for any conferences of training sessions.

- 2.3 All Executive Officers with control of budget lines, or who have been allocated a budget line, shall maintain detailed budgets and not exceed their budgeted expenditure.

I have created the draft Executive Campaign budget. I monitor the Executive General Budget. I ensure that all Executive Members are spending wisely, and according to carefully considered project planning.

- 2.4 All Executive Officers, where possible, shall maintain regular, publicised office hours, and are expected to regularly check and respond to all correspondence received.

I have outlined office hours. I have not received any external correspondence from students in this time but continue to hope against hopes.

- 2.5 All Executive Officers shall every quarter undertake five hours of voluntary service which contributes to the local community.

I have unfortunately failed to meet this requirement. I will strive to complete this next quarter and actively coordinate volunteering opportunities for the Executive as a whole, which I suggested in a past Executive Meeting during General Business.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

- 3.1 OUSA Committees:

I chair the Finance and Expenditure Committee, and sit on the Grants Panel and Executive Committee. I have attended these committees. I am also an ex-officio member of the Education Committee.

- 3.2 University Committees:

I am a Director on the Board of the University Union Limited Company, and a Director of Forsyth Barr Ltd. I sit on the Humanities Academic Committee and Humanities Divisional Board. I also sit on the Advisory Group for the Compulsory Student Services Fee. I have been appointed to the Robert Burns Fellowship which meets next quarter. I also have monthly meetings with the Chief Financial Officer at the University.

PART FOUR: GENERAL

- 4.1 April:

At the end of March I ran in the Relay for Life for OUSA. At the beginning of April, I assisted with the Postgraduate Rally for Student Allowances. I fed in on the Cutler's Realty debacle and contacted local property law experts for advice on how to proceed. I received my OIA back from the ORC in late March, and early April I met with figures within the ORC to discuss the public transport system in Dunedin from a much-needed student perspective. I received research reports from the Policy Research Team I coordinated, and enjoyed reading over their work.

During April, and the following months, I also contributed to the Humanities Academic Committee, Humanities Divisional Board, Grants Panel, attended an Education Committee, had the first University Union meeting in late March, met with the Chief Financial Officer at the University, signed off on OUSA's invoices weekly, and chaired FEC meetings.

- 4.2 May:

Our Exec barbecues started in May, which I managed the budget for, ordered food, and cooked for. The President and I planned our visit to the satellite campuses following our first meeting with the AGCSSF. I developed student-minded transit plans within OUSA, and met with workers of the ORC to present our ideas. Alongside the Colleges Officer and the Marketing Department I continued to develop concepts for the Weekly Roundup Videos, which was presented to the Executive as a potential investment, but did not have enough support to proceed. I met with a student concerning the SS4C, and discussed OUSA increasing its



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involvement in environmental activism. I worked with NZUSA on the topic of VSM and its alternatives. I submitted ~15 referendum questions. The President and I visited the Christchurch and Wellington satellite campuses to conduct feedback on the CSSF.

4.3 June:

I wrote a formal summary of the visits to the satellite campuses as part of the budget process. I continued to facilitate the Executive barbecues for enrolments. I met with the Strategic Resource Planner for the University to discuss the Tertiary Sector plans with regard to student wellbeing and transport. I met with the CEO of the Electoral Commission about our Valid Voter campaign. The Education Officer and I met with a representative from the Tertiary Education Strategy to feed in about the crucial role of Student Associations. The Education Officer and I developed OUSA's stance on policy for the Local Body Elections.

PART 5: GOALS/RECOMMENDATIONS

5.1 Raise Awareness of the CSSF

The concept of "getting one's money's worth" was what provoked me to run for Finance Officer in the first place. I still believe that if you understand where your money goes, this awareness will make you more likely to engage with those services and enjoy those services.

My visits to the satellite campuses were so rewarding. The students who attended were exceptionally active and informed. Our discussions around the CSSF were extremely helpful, and I want to have a similar dialogue on our own campus.

At the beginning of semester two, I will hold a series of events to allow feedback on the CSSF, highlighting what VSM is; how the CSSF fee is set; and where your dollars go to.

5.2 Produce Multimedia Content

The model for the Weekly Roundup Videos that was developed was not embraced by the Executive, but I still recognise the value of this untapped touchpoint between students and the Executive's campaigns.

Seeing the huge success of the videos surrounding parking submissions, I wish to coordinate more opportunities to reach students on submissions, Local Body Elections, and the CSSF through video content.

I coordinated a slot for the Executive to host a radio show on Radio One, but this has not had the uptake I had hoped. I will double down on my efforts to get the Executive on the funkiest airwaves in town.

5.3 Review Existing Assets

I am committed to students getting the most out of their CSSF. This means reflecting on the cost versus the reach of OUSA's assets, particularly the University Book Shop and the Aquatic Centre. This process will be heavily aided by the development of an Investment Policy.

I have been reviewing the finances of the Aquatic Centre and the University Book Shop in FEC, with some exciting (yet confidential) prospects emerging.

5.4 Future security

I am committed to exploring routes through which OUSA can receive the benefit of financial security in the long term. This necessarily involves maintaining positive and transparent communication with the University on whom we depend.

This quarter I have had the opportunity to be a contact point between NZUSA and OUSA on the topic of VSM alongside the Education Officer. This has involved video calls and emails concerning alternatives to repealing the VSM Bill, and what students' associations could look like in the future.

With the current Vice-Chancellor's term ending soon, it is essential to achieve security with the University. I have been in talks with FEC, the OUSA CEO and people within



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the University on how to secure OUSA as a capable union and service provider in the future, which necessarily involves highlighting the insecurity we currently stand in within what is essentially a one-year contract renewed annually.

This next quarter is when we will sit down and figure out OUSA's budget. I want to 'Be Bold' for students and prove to the University that there is strength in 'Unity'.

Jokes aside, this is a very sensitive process and I want to make the strongest case for OUSA as possible.