

AFFILIATED CLUBS COUNCIL MEETING

MINUTES

August 5th, 2021 3pm

Evison Lounge

In attendance: Dushunkar Govender (OUSA Clubs Rep and Debating Society), Nicky Bisley (Clubs Development Officer), Michaela Tangimetua (Clubs and Societies Centre Manager), Lauren Dewhirst (Otago Disabled Students' Association), Hirushi Jayasinghe (Sri Lankan Students' Association), Sahara Pohatu-Trow (Uni Q Otago), Anna Roberts (Debating Society), George Sabonadiere (Generation Vote), Taniella Siligi (Otago Tongan Students' Association), Michaela Waite-Harvey (OUSA President and Southern Young Labour), Matt Handford (Rowing Club), Sam Lasham (Students for Sensible Drug Policy), Sian Horn (University Albion Netball Club), Sean Teow (Otago Malaysian Students Association), Melenia Kaita'eifo (Pacific Island Health Professional Students' Association)

1. Welcome and Housekeeping

Dushanka welcomed all attendees and introduced herself.

2. Minutes of the previous Affiliated Clubs Council Meeting

Dushanka moved the minutes to be true and correct – no objections.

3. Matters Arising

Welfare Committee

The welfare committee idea has been shelved after TWT withdrew support to lead/chair. The idea had great merit though OUSA understands it needs to be well thought through. Without the correct structure and experienced/qualified staff in tow there could be some unintended or counterintuitive results. *TWT will still facilitate training around sexual violence and support.*

Club members are encouraged to approach the CDO (or TWT directly) if they have concerns in this space.

Starters Bar

Staff have finalised a Starters Bar Hire Guide for clubs. This details contextual information about Starters, pricing and the process to be expected. This can be found here <https://www.ousa.org.nz/clubsandsocs/clubs/club-resources/roomvenue-booking>

Club Handbook

OUSA opts for an electronic handbook over a physical copy. This allows for greater flexibility when publishing and quicker turn around when changes are made. All resources can be found here <https://www.ousa.org.nz/clubsandsocs/clubs/club-resources>

Information is reviewed annually, or as new information comes to light. Dushanka is currently looking at re-categorising the sections and adding diagrams to support the

text. Staff negotiated a deal with NZRA to have access to Kia Rite Hoha for clubs. This is a one-stop package for planning activities, events and programmes. Information on this can be found here

<https://www.ousa.org.nz/clubsandsocs/clubs/club-resources/events>

Clubs Equipment

Discussed last meeting was the current provisions for disaffiliated club assets. A recommendation has been made to the executive to edit relevant clauses in policy. It's expected this will pass, when the affiliation policy is reviewed at the end of the year. The recommendation is as follows:

Upon the dissolution of any club all funds and assets shall be distributed as stated in the clubs constitution. Where a clubs' constitution does not outline how funds and assets are to be distributed on dissolution, they will be donated to the OUSA, to use at OUSA's discretion.

Disaffiliated clubs will be given up to 6 months to re-affiliate to OUSA. After which assets will be donated to the OUSA to use at OUSA's discretion.

4. 2022 OUSA Election

Nominations are now open for the 2022 OUSA executive. These close on August 10th, after which there you'll get to share your vision for the role, attend a candidates meeting, campaign and then finally watch the votes come in.

Each role was discussed, with current position holders giving a summary of what they do (where present).

Job descriptions for each role, a run down of the process and related policy can be found here <https://www.ousa.org.nz/executive/elections--referenda>

Specific to clubs there is a Clubs and Societies Representative. This is 10 hours per week. 5 assigned to clubs and societies and 5 to general executive business. The clubs and socs rep. acts as a conjugate between clubs, clubs and socs staff and the wider OUSA executive. Their influence resides in the fact they have a seat (and voice) at the table where big decisions are made e.g. budgeting for future years (resource allocation) or position stands for relevant policy.

Among other things specific responsibilities in this role include the promotion of clubs, having ex-officio status in all clubs (can facilitate meetings, act as returning officer etc.), membership within the grants and Blues and Golds panel, chairs the affiliated clubs council and consultation with clubs and socs staff.

5. Insurance

There has been a change in tack for OUSA insurance coverage (as it applies to clubs). Shift 1 was 18 months back, where OUSA took the position that specialist policies, for example, marine hull should be covered by the beneficiaries – so the specific clubs they apply to. The logic being OUSA deemed it unfair for the wider student population to carry those costs. These changes were discussed with the manority groups effected. Shift 2 came about recently and was derived from our insurance provider. This is in regards to our liability insurance. For many years the advice from our brokers was that OUSA's liability policy extended to our affiliated clubs and societies. This is no longer their position and they've introduce an explicit exclusion clause. Their rationale is that legally OUSA and clubs are seperate legal

entities. That aside, there would be huge complexity quantifying the level of risk (for policy application and premiums) due to the scope and variety of our clubs.

Given these changes staff have put together some guidance around insurance as it applies to clubs. Questions like where to start? What insurance is provided by OUSA? Do we need to get it? Examples of things that could go wrong, costings, and how being an incorporated society (or not) plays into this.

This information can be found here

<https://www.ousa.org.nz/clubsandsocs/clubs/club-resources/insurance>

6. Notices from Te Whare Tawharau (TWT)

TWT offers support and prevention services for those impacted by sexual violence (direct or indirect). The centre is a safe and inclusive space open to all genders, sexualities, ethnicities and abilities. Your experience will be lead by you – whether you just need someone to talk to, you want some specific support or resources or you want to go inquire about making an official complaint. TWT also offers a bunch of preventative training e.g. bystander training or disclosure training.

Some of these are held at clubs and socs

<https://www.ousa.org.nz/clubsandsocs/courses?tag=CLUBS%20TRAINING>

Or, clubs can approach TWT to run a specific session for your club

tewharetawharau@otago.ac.nz

7. Executive Training

In person training currently on offer includes Queer 101, bystander training, disclosure training and treasurer training

<https://www.ousa.org.nz/clubsandsocs/courses?tag=CLUBS%20TRAINING>

Dushanka is investigating some compulsory president training for 2022.

Dushanka is encouraging those with ideas around training to contact

clubsrep@ousa.org.nz

* Printed resources are available for a wide range of topics here

<https://www.ousa.org.nz/clubsandsocs/clubs/club-resources>

It's expected that when the new Clubs Portal is launched training will be provided by the CDO for this software

8. Operations

Clubs Development Officer | Nicky

The Clubs Portal is currently being re-built. This should make the re/affiliation process more streamlined, the system more user friendly and have some helpful features, such as bulk emailing/texting. At the same time club website listings will be improved to allow for sign ups and more enticing marketing. When ready, there will be a trial period for feedback and minor tweaks plus training.

Policies due for renewal are the affiliation policy, grants policy and member code of conduct. These will likely be put on notice towards the end of the year. However, the door is open now for feedback, which can be sent to cdo@Ousa.org.nz. Current policies can be found at <https://www.ousa.org.nz/clubsandsocs/clubs/club-resources/policy> The two big recommendations being put forward for change are:

1. [Affiliation Policy] That the % of student membership is increase (and % of non student membership lowered). This would apply to total membership and the governing committees. The proposal is 95% student to 5% non-student, though this is debatable and would remain discretionary on a case by case basis by OUSA.

The rationale is that staff (over a few years) have observed a disproportionate amount of non-students being a commonality in formal complaints across varying topics. It's thought that powerdynamics contribute to this space. As an example non-student members tend to be older and in many cases establish themselves in positions of responsibility, trust or gate keepers of information e.g. committee members, coaches, administrators. Of course, there are some wonderful non-student members who are invaluable to clubs and can hold these roles without issues.

OUSA's intention is to bring these observations to light, and ultimately attract and retain "high value" non-student members. How this is applied hasn't been worked though we'd envision some sort of "application" to the club committee or OUSA.

**OUSA has less controls available to them for non-students when managing inappropriate behavior. For example, we cannot use the proctor. Another factor to consider is resourcing. There are 172 clubs currently affiliated. We want to see our support and resourcing primarily going to students.*

2. [Grants Policy] Currently food is excluded from coverage. OUSA recognises that the current policy favours some activities (and consequently groups) over others. OUSA are looking to update the policy so that it is more equitable in terms of eligibility and application across groups. The proposal is that food is included, but limited to groups where food is more central and there is less/no need for alternative funding. Who is/isn't eligible is yet to be worked through will likely apply to cultural and international groups.

Note, clubs are currently eligible for up to \$2000 per year. Grants for food would not surplus to this.

Clubs and Societies Centre Manager | Michaela Tangimetua

A recommendation was made to change the centre's hours, starting from next year. The recommendation is grounded in Michaela's observations over 10 years, 4 years worth of analytical visitor data, feedback from staff and users.

The proposed hours are 9am – 10pm 7 days a week through the academic year and 11:30 – 7pm through reduced hours.

^ This sees ½ an hour shaved off weekays but earlier opening and later closing in the weekends through the semester. And, a later opening and earlier closing through reduced hours.

*For years no regular club bookings have gone past 9:30pm. Earlier starts and later finishes in the weekend will accommodate additional regular club bookings (at more attractive times),

facilitate trip departures and arrivals and encourage safe opportunities to socialise that are alcohol free. Through periods of reduced hours the mornings are near dead (which is not an exaggeration). This is a reflection of people in break mode and for the majority being off campus. The biggest spike in numbers for reduced hours is lunch, which these hours can still accommodate. It's expected we can accommodate the few remaining individuals groups still present, even with earlier closure. Funding wise it more or less balances out. We don't have extra funding so these changes re-allocate our existing budget.

Michaela asked the council to vote on the proposed changes. Votes were unanimous in favour.

9. General Business

2022 Re-affiliations will be due end of November (exact date TBA). OUSA recommend you hold your AGM and begin this process before exams commence. This ensures students are around to meet quorum, you don't have added stress of exams and have plenty of time to put everything together (and opportunity to discuss issues with the CDO).

Free One-on-one sessions can be booked with Dunedin Community Accounting if you need help in the space of financials <https://dca.org.nz/>