

**SANITI Executive Meeting 7 May 2025
(M306, NMIT Nelson Campus)**

Meeting Opened: 3.10pm

Present: Max Devon (President), Scott Bailey (Vice President), Alison Hart (Minutes Secretary/non-voting), Scott Tambisari (Advisory Board/non-voting), Shehan Perera, Shannon Hewitt, Sadia Islam, Courtney Styles, Hein Wait (Zoom)

Apologies: Olivia Murray, Patu Noble, Robbie McDonald, Scott Bailey (for lateness)

Chair

Carried

Karakia

M Devon started the meeting with a Karakia.

Micro Training

Micro Training - S Tambisari delivered: an overview of the current vocational training environment; Contract for Services; student voice; Compulsory Student Services Fee (CSSF); Constitutions; Board decision-making process; Student Voice.

- 2002 NMIT Council held a referendum. Students voted for a Student Association with compulsory membership. SANITI was registered as an incorporated society in August 2002.
- 2011 legislation was introduced that removed the compulsory membership to the Student Association. In its place a Compulsory Student Service Fee (CSSF) was established, with gazetted categories which included services delivered by student associations, providing a mechanism for ongoing funding for these services. SANITI has held and delivered a Service Level Agreement (SLA) with NMIT since 2012.

3.25pm H Wait joined the meeting.

Confirmation of Minutes

Minutes from the Executive meetings held on 20 March and on 24 April 2025 were tabled for approval.

Motion: That the Minutes of the Executive meeting held on 20 March 2025 be approved as a true and accurate record.

C Styles, S Islam

Carried

Motion: That the Minutes of the Special Executive meeting held on 24 April 2025 be approved as a true and accurate record.

S Islam, S Perea

Carried

Matters Arising from the Minutes

- Executive Director – M Devon stated that Olivia Hall would be joining the meeting at 4.30pm. Executive discussed the key issues they would like to cover with O Hall.
- Action Plan – Discussed and updated.

President Reports

M Devon provided a verbal update on the 'Student Information Hui', and student voice initiatives.

Management and Financial Reports

The following financial statements were tabled in conjunction with the Management report. Account transactions – 19.03.2025 to 1.05.2025 and Profit v Loss – Jan – April 2025 – actuals.

Strategic Goal One – Fun Social Events and Strong Campus Culture

- Nelson/Richmond Campuses – Association ran- Muffins & hot drink 27 March (N); Burgers 26 April (R); Pancakes 7 April (N); Nachos 28 April (N) and two online competitions, free rent and count the easter eggs for all students.
- Marlborough/Woodbourne Campuses – Association ran- Hotdogs & beers 1 April (W) and two online competitions, free rent and count the easter eggs for all students.
- International Activity Schedule – Association ran a kiwi social dinner as a BBQ on 27 March. 90 students attended with their friends and family.

Strategic Goal Two – Friendly Independent Support, Advocacy and Employment Services

- Advocacies – During the term break the Association independent support and advocacy service had time to catch up on paperwork from the busy start of semester. Main areas of support continue to be hardship, academic progression, stress and mental health. Association continues to work with the StudyLink Outreach Officer to reduce processing times and provide students with more information. Association continues to support students to work with tutors, Programme Leads and Curriculum Managers to address their immediate concerns.
- Programme Representative System – Next meetings are scheduled for the week of 12 May. Association has been advised that service issues will be responded to at programme rep meetings and that CAM's would respond directly to their area prog reps in relation to academic issues. Agreed communication lines with programme representatives are with SANITI and CAM's. Executive to discuss process and feedback to Director of Māori and Learner Success.
- NMIT meeting schedule – Association attended- Academic and Quality on 1 April and 29 April; Academic Committee on 12 March and 9 April (representatives unable to attend online meetings due to access issues): Representation on NMIT Committees and dates still to be finalized. During this period, the Association has met with NMIT staff in relation to the independent support and advocacy service.
- Employment Information – Association continues to identify employment opportunities, post job listings fortnightly, and build relationships with the business community for the benefit of students.
- Apprentice night and block courses – Mechanical Engineering block courses (Nelson) were visited on 24 March. Construction block course (Richmond) visited on 26 March, 2 April and 30 April. Construction, Automotive and Mechanical Engineering night courses (Marlborough) were shouted pizza on 24 March. Automotive night course (Nelson) was shouted pizza on 24 March. Construction night course (Richmond) was shouted pizza on 2 April.

Strategic Goal Three – Independent Representation of the student Voice and Student Engagement

- Executive – Meeting held on 20 March and 24 April (Special). Next meeting scheduled for 7 May 2025.
- AGM – Held on 8 April 2025. Audited accounts and reports for 2024 approved and uploaded on to Association's website and Charity register.
- Executive Election – Election held on 8 April 2025 in conjunction with AGM. Association welcomes newly elected and returning executives Shehan Perea, Shannon Hewitt, Hein Wait, Olivia Murray, Patu Noble and Courtney Styles.
- Student Voice – Open meeting held on 20 March to inform the student body about potential changes to service delivery. Action was followed up by a planning meeting on 25 March, where students created a petition, "*NMIT defunding student association – save our SANITI.*". Meeting held with NMIT on 28 March, NMIT stated that they had heard the student voice.

Strategic Goal Four – Sustainability, Survival, and Transition of the Student Association

- Te Pūkenga – Update on the delivery of workplace training was provided by the Minister in April. Workforce Development Council (WDC) are to be disestablished and replaced with Industry Skill Boards starting in 2026.
- TEC – Kōti Tupu scheduled to meet in Wellington on 11 June 2025. M Devon will attending.
- Official Information Act (OIA) – Response from Te Pūkenga is due 13 May 2025.

Other

- Nelson Community Foodbank – Association attended the board meeting on 24 March.
- New leased printer – Current printer is being decommissioned as there are no longer parts available to service it.

Association has received quotes from the Copier Company Ltd, Copier World and Fuji Xerox. Quotes including contract terms and condition were reviewed by the Executive.

Motion: That a printer is leased through the Copier Company Ltd on a monthly contract as an interim arrangement.

M Devon, Scott Bailey Carried

Motion: That the Management Report and financial reports are accepted.

C Styles, S Islam Carried

4.10pm S Hewitt left the meeting

4.15pm S Bailey joined the meeting

Correspondence

1. Marlborough - Email from T Clark providing feedback from Marlborough students. H Wait spoke briefly to the feedback provided by the NMIT students studying at Base Woodbourne. Correspondence deferred to next meeting due to time constraints.

General Business

1. Student Focus Groups – Association to draft a process for focus groups with student input. Executive stated that having a safe format that supported low level resolutions was a priority but asked that the discussion be moved to the next meeting's Agenda due to time constraints.

4.30pm Executive Director Olivia Hall and Director Māori & Learner Success Nicole Akuhata joined the meeting.

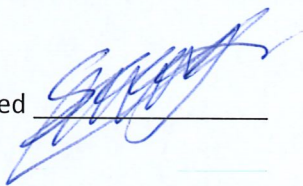
Closing karakia

Next Executive meeting scheduled for Wednesday 18 June 2025

@ 3pm

Meeting closed at 5.30pm

Signed



Date 18-6-25

Action List

No.	Action	Responsibility	Date
1.	Association to review other organisations policies including electronic systems.	President and Executive with the assistance from the General Manager. Ongoing	▪ Policies would continue to be reviewed, and provision put in place for them to be uploaded onto the website.
2.	Student Groups	President /General Manager	▪ Association working with Learner Services to support the existing initiatives and promote the establishment of new groups. Ongoing.
3.	Rainbow Tick	General Manager	▪ Identify requirements ▪ Develop a plan to achieve Rainbow Tick.
4.	Student Voice	Executive/Scott Tambisari	▪ Develop a plan for 2025 that includes CSSF joint decision-making process for 2026. ▪ Identify action points and key dates.
5.	Programme representative meeting issues – NMIT feedback process	President/Executive	▪ Ask Prog rep if NMIT's feedback process is working for them.
6.	NMIT Executive Director meeting with the Executive	President/Executive	▪ Meetings confirmed – 7/05/2025 & 18/06/2025 ▪ Meeting to be confirmed – 1 x Term 3 ▪ Meeting to be confirmed – 1 x Term 4
7.	NMIT Committees – Student Representatives	President/Executive	▪ Confirm committees requiring student representative. ▪ Confirm student representatives for each committee identified.
8.	Student Focus Groups – process	President/Executive	▪ Identify and draft process for student focus group meetings. Draft to be provided to NMIT.
9.	TEC Learner Leadership Committee	President	▪ M Devon to feedback to next meeting
10.	Feedback from Marlborough students	Executive/General Manager	▪ To be added to the Agenda of the next meeting.
11.	Sustainability of Association	General Manager /Advisory Board	▪ Develop a plan for implementation including costings.
12.	Succession Planning for Presidents position	Executive/Jackie Britz	▪ Develop a plan for implementation including costings.