

SERVICES, SUPPORT, REPRESENTATION

EXMSS

MASSEY EXTRAMURAL STUDENTS' SOCIETY

ANNUAL GENERAL MEETING ANNUAL REPORT 2011





SOCIETY DETAILS

as at 31st December 2010

PRESIDENT: Ralph Springett

COMMITTEE
David Crampton
Alyse Foster
Mark Lester
Tiri Porter
Lyn Harris-Hogan
Sharon Dawson
Lisa Hampton

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Massey University
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Palmerston North

Telephone: (06) 356 9099 ext 81182

Facsimile: (06) 350 5650

BANKERS: National Bank Limited

INCORPORATION NUMBER: 231779

INLAND REVENUE NUMBER: 10-607-752

TAXATION LOSSES: Nil Available

SOCIETY DETAILS.



EXMSS

MASSEY EXTRAMURAL STUDENTS' SOCIETY

CONTENTS

	Page.
Society Details	2
AGM Agenda 2011	4
Minutes of AGM '10	5
Executive Committee Report	9
From The President	10
From The Executive	12
From The Maori Representative	17
Executive Member Schedule	18
Organisational Structure	19
Strategic Plan 2010	20
Communications Report	22
Student Support Report	25
Financial Performance	28
Auditor's Report	30
Expense Schedule	32
Statement of Financial Performance	34
Statement of Financial Position	35
Notes on Financial Statements	36
Returning Officer's Report	38

Massey University Extramural Students' Society Inc.
Annual General Meeting Agenda.

Wednesday, September 7th, 2011 - 12noon

4 EXMSS AGM AGENDA.

- 1. Apologies**
- 2. Confirmation of Minutes of AGM
- held September 2010**
- 3. Matters Arising**
- 4. Report from the EXMSS Executive Committee**
- 5. Report from the EXMSS Maori Representative**
- 6. Statement of Accounts**
- 7. EXMSS fee for 2012**
- 8. Constitutional Changes**
- 9. Report of the Returning Officer**
- 10. Appointment of Returning Officer
for 2011/2012 Elections**
- 11. Appointment of an auditor for 2012**

Minutes of the Annual General Meeting,

Wednesday, September 1st, 2010

at 12noon in the Students' Centre Lounge,
Massey University, Turitea Campus

Present: Chair- Ralph Springett (President), Tiri Porter, Dave Crampton, Thérèse McCrea, Anne Moretti, Lyn Harris-Hogan, Mark Lester, Dave Crampton, Lisa Hampton, Alyse Foster, Jeanette Chapman, Elena Moretti, Byron Clark, Martin Fox, Ali Nash, Melany Albert, Sam Bransgrove, Johani Luudlow, Jess Bignell, Joy Green, Kemp Reweti, Terewai Rikihana, Steve Palmer, Jackie Wills, Suzie Clark, Leland Ruwhiu

In Attendance: Linda Tuarau (*secretary*), Lyn Carey and Elaine Durie (*accountants*) and Darryl Pinney (*auditor*).

The meeting was declared opened at 12.10 pm

1. **Apologies:** Sharon Dawson

Motion: That the apologies be accepted

Springett / Hampton
Carried Unanimously

2. **Confirmation of the Minutes.**

Resolved: That the minutes of the EXMSS Annual General Meeting for 2009, held April 7, 2010, are a true and accurate record of the meeting.

Springett / Green
Carried Unanimously

AGM '10 MINUTES.

3. Matters arising from the Minutes

There were none.

4. Report from the EXMSS Executive Committee.

- The president of EXMSS, Ralph Springett, opened the meeting and welcomed all. He presented the Executive Committee Report on behalf of the Committee and spoke to the Strategic Plan.

- He spoke of the importance of improving communications and connections with the membership, the semesterisation of the magazine and its relevance to students.

- On the subject of the Summer School early closures the advice was that it was discussed on the Web under the President's Blog. Students were urged to find the site, talk to it and make their opinion known.

- There was a call for students to be involved in student support – in the EAR's programme. It was noted that as well as to provide services, EXMSS is here to lobby to make it better for students in the long term.

Resolved: that the EXMSS Executive Committee Report be received.

Hampton / Green
Carried Unanimously

5. EXMSS Fee for 2010

Discussion: in 2010 Massey University Tuition Fees increased by 5% and the Student's Services Levy increased from \$31 to \$60.

It was questioned from the floor if Massey has justified the increase.

From the chair: there was an increase in the Student Assistant Programme and development of student support for students at risk of failing. Initiatives take time to develop so students who paid extra levies in 2010 may not see benefits in that year. The chair stated that EXMSS was pushing hard for clarity around benefits. There was no increase in the EXMSS fee.

Motion: That the EXMSS membership fee for 2011 remain at \$40 for full members and \$20 for PACE and Associate members.

Hampton / Harris-Hogan
Carried Unanimously

6. Constitutional Changes

There were none.

7. Statement of Accounts

Financially EXMSS is performing well and 2009 produced a surplus budget; a big thankyou was extended to staff and regional network members for savings throughout the year. It was noted that the Executive had agreed that supporting the Trust Fund with some of the surplus was appropriate.

Resolved: That the statement of accounts for the year ended December 2009 be received.

Green / Moretti
Carried Unanimously

8. Report of the Returning Officer

Motion: That the Returning Officer’s Report from 2009 be received.

Springett / Moretti
Carried Unanimously

9. Appointment of Returning Officer for 2010/2011 Elections

NZ Elections runs out of Christchurch and is reputed to be a useful and transparent organisation to use.

Resolved: That NZ Elections be appointed Returning Officer for 2010 elections.

Springett / Crampton
Carried Unanimously

10. Appointment of an Auditor for 2011

Resolved: That Darryl Pinny, Chartered Accountant, be appointed auditor for 2011 year-end accounts.

Foster / Green
Carried Unanimously

Ralph thanked everyone for attending and their input.

The meeting was declared closed at 1.40 pm

“I welcome the flexibility extramural study offers me, which enables me to continue pursuing my goals with minimal disruptions for my children.”

- Hanna Brookie

Massey University Extramural Students' Society Inc (EXMSS)

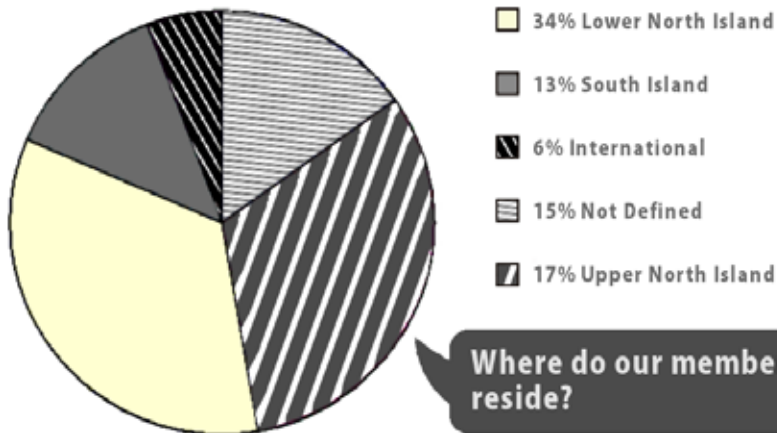
EXMSS is committed to providing services and representation for students in a transparent and accountable manner as directed by the EXMSS membership. EXMSS seeks to be acknowledged as a caring and personal, yet professional organisation that delivers high quality and valued services within a culture of inclusiveness, responsibility and maturity.

The EXMSS Membership

In 2010 EXMSS had 16179 members. 21 membership exemption applications were received and approved.

Membership Statistics

- 75% of members are over 24 years of age and therefore designated adult learners;
- 85% of members are part time learners;
- 65% of members are female;
- 70% of students are European, 12% are Māori; and
- 50% of members are studying towards a Bachelors degree.



From the President

2010 has been a year of consolidating change for EXMSS. Following the successful implementation of the 2009 strategic plan EXMSS entered 2010 with a clear plan, on how it would deliver services and representation for its membership. The 2010 Year Plan distilled EXMSS's strategic priorities into operational activities that could be measured, resourced and managed.

The visible presence of EXMSS, both for the members and for the wider community continued to be of strategic priority. Regularly updates of content on the website, (www.exmss.org/presidentsblog/) and useful-for-student emails as well as regular Facebook posts helped improve our engagement with members. The President was active through regular blog posts and meeting attendance within Massey as well as through engagement with a wide range of stakeholders and with the public through traditional media. Particular attention was paid to the impact of the Tertiary Education Strategy's priority setting of under 25-year-old learners.

Of concern was the news that the Education (Freedom of Association) Amendment Bill would be progressing to a Select Committee. EXMSS sought the opinion of its members and outlined a direction forward that sought to balance the views of the members with the objects of the Society's constitution. In short we accept the move to voluntary membership for our political activity, but seek a process through which EXMSS can continue to provide universal services that are seen as important contributors to the Massey student experience and student success.

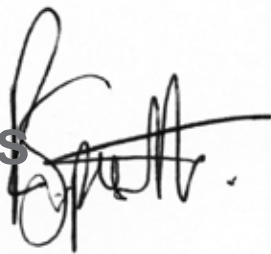
Media releases attracted positive articles throughout the year. EXMSS continues to be held in high regard by the Massey community as well as by external stakeholders. Despite Government direction, the future of EXMSS and distance education at Massey continues to look very strong and our planning for the future is robust.

Financially EXMSS performed to budget. There was no increase in the EXMSS membership fee. In alignment with goals of transparency the President returned to the membership, in the form of a scholarship, all external meeting fees paid to the President. These meeting fees, which amounted to approximately \$3,000, were used to fund the Trade to Tertiary scholarship.

As President I would like to say a huge thank you to the staff and executive of EXMSS who have worked professionally and conscientiously to constantly improve our organisation and make it not only a great service provider for our members but a fantastic place to work.

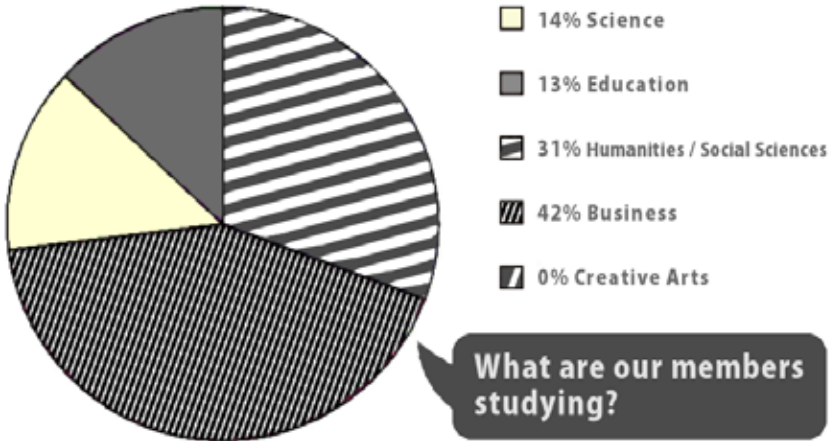
Yours sincerely,

Ralph Springett
President, EXMSS



“The good thing about extramural study is that you get your results at home: No one can see the fear in your eyes.”

- Karen Fagan



From the Executive Committee

The Executive Committee met seven times in 2010. A highlight was the inclusion of a cultural objective in the EXMSS constitution recognizing the desire for EXMSS to honour and affirm of Te Tiriti O Waitangi in its activities.

At the end of 2009 Pamela Higgins retired from the Vice-President position. Her considerable experience was an asset to EXMSS and she will be missed. We wish you all the best, Pam, for the future and for your PhD. Unfortunately Helen Fleming, the successful candidate for Vice-President 2010-2011, was unable to continue in that role and in May 2010 resigned from the position. In accordance with the EXMSS Constitution a new Vice-President was elected from the executive to fulfill the role for the remainder of the term. Dave Crampton, a Lower North Island regional representative, was elected Vice-President for 2010-2011 in September and has brought with him considerable and useful experience in political journalism.

Performance Reviews

Each year the Executive Committee formally reviews the performance of the EXMSS President who is tasked with the management of the Society. In the capacity of Manager of EXMSS, the President has acted as a good steward and with integrity both when interacting with stakeholders, and in advocating and representing the membership of the society. Throughout the year the Manager has overseen the implementation of the policy and strategic direction of the society. Members of the society who have had an interaction with the office have found the experience enjoyable and professional. The executive have received regular and thorough reports from all staff who have achieved tasks and outcomes as required. Staff received modest pay increases in 2010, in line with inflation.

The Executive Committee wishes to formally record its appreciation to the Manager and his team for the high level of service to all members of the society.

The Executive Committee also reviews their performance each year. The outcomes of these reviews are used to improve practice in the following year. Changes to the way in which the executive are reported on in the annual report, introduction of culturally aware meeting protocols, and support for executive to attend conferences were introduced in 2010. It was apparent from the executive self-review that the meeting documents and organisation of meetings, communication and information were of high quality and sufficient for purpose.

Executive Member Profiles

Dave Crampton

– Vice President 2010 and Lower North Island Representative

As a first-term committee member I attended several NZUSA conferences and the national Te Mana Akonga (National Maori Students' Association) hui. As a newly elected Vice President, I actively assisted the President by working on a written submission to the Education (Freedom of Association) Amendment Bill and drafted several amendments to the legislation that were used by political parties. I continued

to write and co-write articles that were published in metropolitan daily newspapers on relevant education issues. I also initiated a regularly updated Vice Presidents weblog, which is actively read by students and a range of education stakeholders.



www.exmss.org/vicepresidentsblog/

Alyse Foster

– Upper North Island Representative

I have a long acquaintance with distance-delivered education at both undergraduate and postgraduate levels. I am currently part-way through a PhD in Dark Tourism whilst continuing as an Extramural Area Representative (EAR) and serving on the Executive.



The special challenges faced by students with disabilities, is a particular area of interest to me (I am hearing impaired myself).

Mark Lester

– South Island Representative Executive
Member and Treasurer

As an Area Representative I have been in contact with students throughout the South Island from the Invercargill to Christchurch. As a committee member I have carried on my role as treasurer, overseeing the financial wellbeing of the organization and totally support the scholarship trust which has been set up.

I would like to think that my contribution to as an executive member EXMSS has been enhanced by working full time and studying. Going forward I see the major issue facing EXMSS, outside of central government interference, is one of getting member to take a role in the organization. I would like nothing more than for students to show an interest in the operation and direction of EXMSS.



Sharon Dawson

– Upper North Island Representative

I have been I have been associated with EXMSS for 11 years now. I am part of the Scholarship sub-committee and never cease to be amazed at the high calibre of the EXMSS student. I have seen EXMSS evolve through the years into a transparent, supportive and empathetic student's society whose core business is and will always be advocating and support for the extramural student. I continue to be an EAR and enjoy the contact with students wanting a helping hand to negotiate their way through a complicated system. I have now graduated with a BA in Sociology and I utilize what I have learnt on a daily basis working full time for the Ministry of Justice in Auckland.



EXECUTIVE MEMBER PROFILES.

EXECUTIVE MEMBER PROFILES.

Lisa Hampton

- Lower North Island Representative

2010 was my third term on the Executive Committee. As a member of the scholarship sub-committee one of the many highlights for my year is the selection of recipients for scholarships. Other highlights include, attending the Orientation Seminars and meeting student members in my region, organising invitations to all extramural students to attend the Alumni functions held in the Hawke's Bay, and running the Hawke's Bay Group on the EXMSS website. In 2010 I attended two NZUSA Conferences, one in Wellington and one in Dunedin, which provided a vast amount of information that I can use to make good decisions about the direction of EXMSS and improving the services EXMSS provides.



Lyn Harris-Hogan

- South Island Representative

Kia ora,

This is my second term as an executive committee member representing the South Island and the rest of the world. I am also on three sub-committees (Disabilities, Scholarships & Maori) which enables me to be involved in the decision making process to assist and enhance our EXMSS students' learning. In 2010 I attended all the face to face executive meetings in Palmerston North and all the conference calls except one due to a family emergency.

I represented EXMSS at a five-day NZUSA Conference in Dunedin which enhanced my knowledge and understanding on the benefits of Tertiary Students' Associations, their policies, procedures, protocols and governance. I'm looking forward to representing EXMSS Students for another term. - Kia kaha



Tiri Porter (Te Atiawa and Nga Puhi) – EXMSS Maori Executive Officer

Tena koutou katoa,

In my second term with EXMSS, I have been providing direction and support to the executive and staff in progressing the EXMSS Maori Engagement Strategy, in particular:

- Creating an email of introduction to be sent to all Maori extramural students at the start of each semester, outlining who I am, what my role is, service and resources that are available, and providing a personalised response to each student that replies.
- Membership to Te Mana Akonga, the National Māori Tertiary students' association of Aotearoa whose central purpose is to represent the collective interests of Māori Tertiary students, with the objective of making Tertiary Education more accessible and equitable.
- Establishing working relationships with Massey Maori Student Roopu, Manawatahi, Te Waka O Akonga Maori and also maintaining links with the Maori student officer at the Massey Wellington campus.
- Providing regular blog posts to that inform Maori students of my activity, graduation ceremonies, scholarships and posting relevant Maori education focused events and links.
- Introducing cultural protocols into the governance of EXMSS

Congratulations to 2010 and 2011 Bi-cultural award winners, Nei-hana Matamua (Ngai Tuhoe) and Shannon Thomson (Nga Puhi).
Ka Mau Te Wehi ki a korua!

Thank you to the staff and executive on supporting this strategy and the inclusion of the cultural object in the constitution and look forward to working with you all to see through the full implementation of the strategy.



MAORI REPRESENTATIVE.

EXECUTIVE MEMBER SCHEDULE

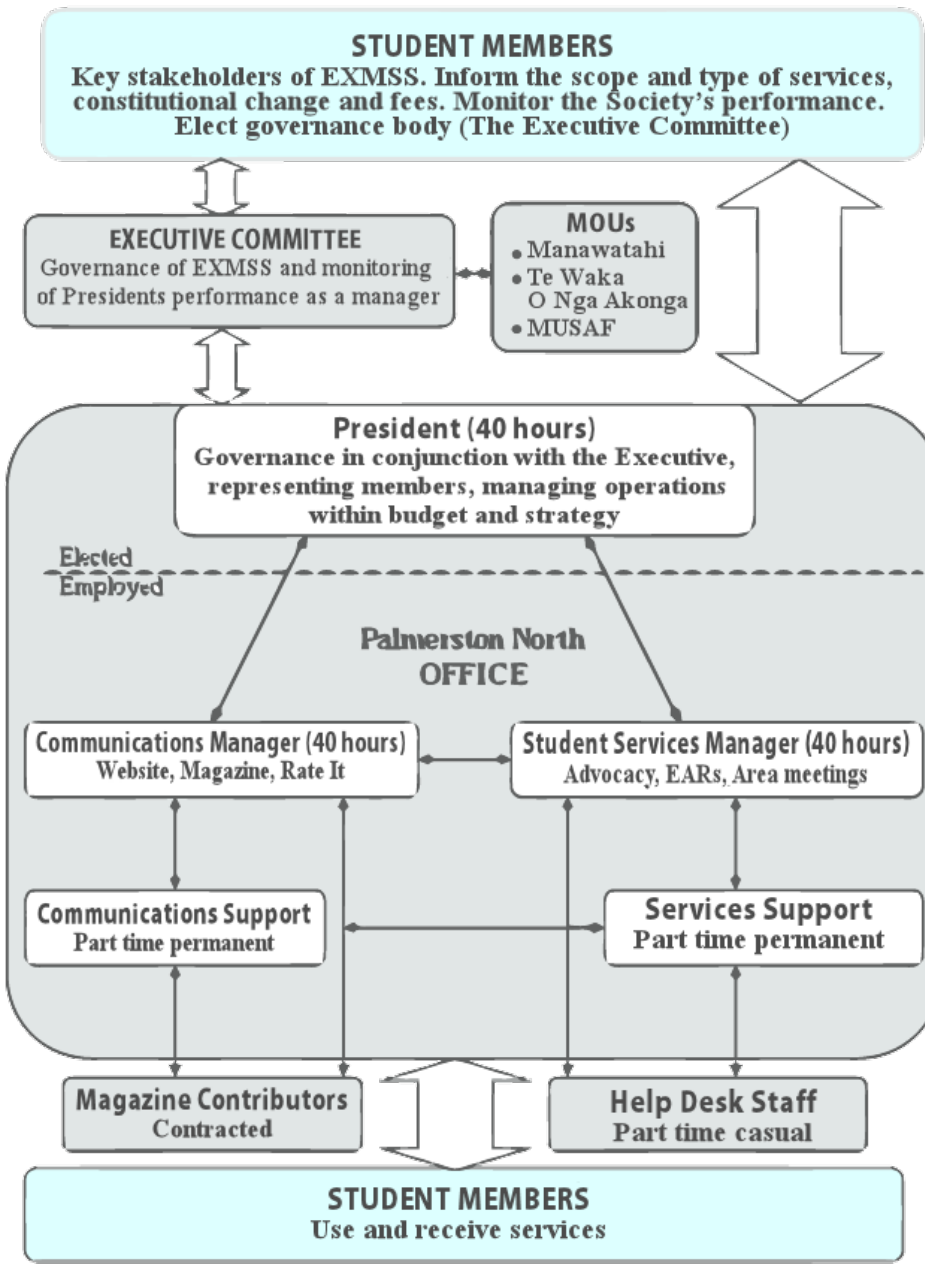
EXECUTIVE MEMBER SCHEDULE FOR THE YEAR ENDED 31ST DECEMBER 2010

NAME	POSITION	Executive Meetings	Conference Attendance	Conference Reports	Honorarium Paid
Dave Crampton *	Vice-President	2	0	0	875
Helen Fleming **	Vice-President	1	0	0	1'750
Mark Lester	Treasurer	4 of 7	0	0	3'500
Alyse Foster	Executive	4 of 7	0	0	3'000
Sharon Dawson	Executive	5 of 7	0	0	3'000
Lisa Hampton	Executive	5 of 7	2	2	3'000
Dave Crampton *	Executive	7 of 7	2	2	3'000
Lyn Harris-Hogan	Executive	6 of 7	1	1	3'000
Tiri Porter	Executive	7 of 7	2	2	3'000

* Dave Crampton was elected by the executive, in accordance with the Constitution, as Vice President, prior to the October meeting.

** Helen Fleming resigned from her position in the middle of 2010.

ORGANISATIONAL STRUCTURE *



* as at end of 2010.

STRATEGIC PLAN 2010.

BROAD GOAL / AIM	AGREED ACTION	KEY MILESTONES	STATEMENT OF PERFORMANCE
<p>To re-develop our network of support for all members with a focus on social and study support.</p> <p>Redesign the website for two-way communication and user interest. Find out what our constituents want.</p>	<p>Incorporate the magazine into the communication strategy</p> <p>Review the magazine medium. Review the magazine's advertising content, process and budget.</p>	<p>Create an environment where the regional support is effective in supporting students</p> <p>Define the support network needed to satisfy the goals of regional support and create a plan of action to provide that support. Update the operational manual.</p>	<p>To capture revenue that maximises benefits to students</p> <p>Apply for grants to pursue specific projects. Achieve budgeted advertising revenue.</p>
<p>Web content managed by office within the new platform. Web engagement platform maintained on the website Increase value and range of scholarships. Emails to encourage feedback. Orientation events to have feedback/support request form.</p>	<p>Review of magazine medium supported semesterisation of printed publication and placing content on the web as well as maintaining the hard copy for 2011. Content reference and connection to website material has increased.</p>	<p>Set up forum for regional support to discuss issues on the web.</p>	<p>Review It project funding received and used for the project. Applications made for other event grants.</p>
<p>Blog service and social network facility is operating with students participating in discussions. News feeds and regular updates are a part of daily operations Increased level of scholarships advertised achieving a high application rate. President's meeting fees sustained two awards of \$1,500 for students moving from trade to tertiary. Email standard format offers opportunities for students to join facebook, EXMSS community and give feedback. Good database emerging from students making enquiry at the orientation events</p>	<p>Review the magazine medium supported semesterisation of printed publication and placing content on the web as well as maintaining the hard copy for 2011. Content reference and connection to website material has increased.</p>	<p>Review of magazine medium supported semesterisation of printed publication and placing content on the web as well as maintaining the hard copy for 2011. Content reference and connection to website material has increased.</p>	<p>Review It project funding received and used for the project. Applications made for other event grants.</p>
<p>Web content managed by office within the new platform. Web engagement platform maintained on the website Increase value and range of scholarships. Emails to encourage feedback. Orientation events to have feedback/support request form.</p>	<p>Review of magazine medium supported semesterisation of printed publication and placing content on the web as well as maintaining the hard copy for 2011. Content reference and connection to website material has increased.</p>	<p>Review of magazine medium supported semesterisation of printed publication and placing content on the web as well as maintaining the hard copy for 2011. Content reference and connection to website material has increased.</p>	<p>Review It project funding received and used for the project. Applications made for other event grants.</p>

BROAD GOAL / AIM	AGREED ACTION	KEY MILESTONES	STATEMENT OF PERFORMANCE
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<p>To increase the level and equity of services, events and promotions to members.</p>	<p>Maintain the website including regular posts about events. Use targeted emails to promote awareness of services. Include introduction to EXMSS in Massey study guides. Include an EXMSS bookmark in study guides.</p>	<p>Media Release about services and scholarships. Capture events in multimedia and make available to members. Provide more events including campus events and support for contact course periods. Maintain a shuttle service for all campuses. Events posted, representational activity posted and feedback invited on website.</p>	<p>Events (Graduation dinner and Art exhibition) videoed and posted on website. New events including all-members events and on-campus events promoted and run efficiently. Representational activity posted on website and press releases made. SuperShuttle service maintained at all campuses.</p>
<p>Develop practices of operation, governance and representation that incorporate Treaty obligations.</p>	<p>Review constitution Objects to include treaty obligations. Work with Massey to explore regional support initiatives for Maori.</p>	<p>Changes made to the Constitution as deemed necessary. Cultural protocols established. Targeted emails.</p>	<p>New Object included in Constitution. Cultural protocols established and used during the year – powhiri to welcome new executives. First draft of Regional support plan for Maori distance students. Targeted introduction emails sent at the beginning of each semester.</p>
<p>To operate in a professional manner.</p>	<p>Create an Operating Systems Document that captures all policy and procedure. Review governance processes and governance/management interaction including financial oversight.</p>	<p>Define and agree to a contract for accounting support. Review accounts at management and governance level. Continue to review the President and the executive's performance. Continue to build the Operating Systems document. Make strategic plan and exec activity available to members.</p>	<p>Review of executive and President performance completed. Draft Operating Systems Document completed. Strategic Plan and exec minutes posted on website. Accounting contract defined and signed. Financial reviews thorough and regular.</p>
<p>To maintain independence while developing strategic partnerships with Massey and other Stakeholders.</p>	<p>Ensure continuing activity of President. Define the responsibilities of both EXMSS and Massey in their relationship.</p>	<p>Presidential review includes feedback from President. President is active in engaging with external bodies. Consider strategic plan in the context of Voluntary membership.</p>	<p>Agreements signed with Massey Ropoo to ensure representation and services are available for Maori members. President is active in external relations. Voluntary membership discussion in its early stages. Little progress with defining roles of student associations in a Massey context.</p>
<p>Develop an organisational structure that places responsibility for management of operations with staff, not the President.</p>	<p>Describe new operational responsibilities. Describe the transition process.</p>	<p>Discuss impact on staff Include where relevant new procedures in the Operating Systems Document.</p>	<p>Those affected understand the changes. Documentation is in place for the transition from president-manager in 2011 to part-time President in 2012.</p>

BROAD GOAL / AIM	AGREED ACTION	KEY MILESTONES	STATEMENT OF PERFORMANCE
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STRATEGIC PLAN 2010.

Operational Highlights - from key staff members.

Murray Kirk: Communications Manager

EXMSS History

2010 marked Massey's celebration of 50 years of extramural study. To mark this event EXMSS commissioned a history of EXMSS and extramural study at Massey University. The book, *The EXMSS files; A People's History of the Massey University Extramural Students' Society* was launched 30th November at the EXMSS garden party. The writer, Peter Hawes, and cover illustrator, Trace Hodgson attended the event and signed copies of the book for guests. A total of 600 copies were printed.

EXMSS Website – EXMSS.org

In 2010 the EXMSS website continued its development as a communication portal to EXMSS members. The President's blog was regularly updated and blogs for our vice-president and EARs were also created.

Features such as the online classifieds for buying and selling textbooks were well used and information such as the accommodation page maintained a high hit rate as students sought places to stay when planning their contact courses.

EXMSS continued using WordPress as our primary web content management system and upgraded from WordPress-MultiUser (WPMU) to WordPress 3.0.

In the course of the year content was continually updated including (in February) an annual survey to Motels, Hotels etc which are listed on the accommodation page.

Rate It / Review It

2010 saw the transition from the established Rate It surveys to the next iteration of peer to peer surveys; Review It. Review It signaled a change in focus of the surveys where instead of ultimately assigning a grade to a paper, students were encourage to reflect on their learning and offer a qualitative response. In its development, Review It also achieved ethics approval which opened the door for the data to be researched at some point in the future. Review It ran as a pilot survey for Summer Semester 2010 papers. Results for Rate It and Review It surveys are published on the EXMSS website, <http://exmss.org>.

Survey	Semester	No. papers	Completed surveys	Percentage return
Rate It	Semester 1	18131	2378	13%
Rate It	Semester 2	25595	2798	10.9%
Review It	Summer Semester	2889	258	8.9%

Extramural Art Exhibition

In 2010 EXMSS hosted the second annual Beyond the Walls extramural art exhibition. As in the previous year the exhibition coincided with Massey University's graduation week in May. More than 20 artworks were exhibited at Palmerston North's Square Edge Gallery for the week. The pieces were also reviewed by Peter Hawes in the July edition of *Off Campus* and remain online at <http://tinyurl.com/29sms7g>.



Off Campus Magazine

The Off Campus magazine was reduced to three issues in 2010, each issue corresponding with the commencement of a semester. As a consequence the issues expanded to 32 pages. The magazine continued to report on student experiences, EXMSS events, information and notices from Massey and informative and entertaining articles.



Future Directions – featured an examination of the Tertiary Education Strategy and the consequent ramifications for mature, part-time students.



School of Hard Knocks – In which Matt Russell asks the question “Is our society willing to accept the consequences of capping enrolments in our universities?”



Living, Working and Studying in Christchurch – profiles of extramural students who endured what became the first of two major earthquakes.

“ Thank you to the library staff for their helpfulness, problem solving skills and infinite patience especially while I was getting up to speed. Also, a big thank you to the student learning centre for your wonderful, knowledgeable assistance and advice. Last but not least I have really appreciated the way faculty staff and the EXMSS team have gone that extra mile for me. Thank you. ”

- Mandy Ward

Operational Highlights - from key staff members cont.

Anne Palmer (nee Moretti): Student Services Manager

Advocacy

EXMSS has an important role to play in providing an independent advocacy service for students seeking to resolve problems or disputes with the university. Issues presented are categorized into quality, experience of teaching, assessment, administration, finance, and support. Demand for the EXMSS advocacy service were steady throughout the year, 183 issues were resolved for extramural students by December. This work is in addition to the many lower level cases that were resolved over the telephone or via a quick email message.

EXMSS also belongs to a nationwide collective of tertiary advocates, the Student Advocate Network NZ, which holds annual conferences hosted by the various institutions.

The EXMSS EARs Network

The student services manager administers the group of 29 (reduced from 38 in 2009) volunteer EXMSS Area Representatives (EARs) throughout the country (including 1 overseas) who support their local extramural students. EARs attend the Student Learning Centre-run Study Skills seminars at the beginning of semester one, in order to introduce EXMSS services (including themselves), distribute supporting Orientation booklets and alert first time students to the EXMSS website's plethora of services. Regional mini-conferences were held in 2010 for the EARs, rather than a full conference (planned for 2011). These mini-conferences provided EARs with inspiration, training, and an opportunity to get to know other EARs nearby. They were held in Taranaki, Rotorua, Napier and Christchurch, as half day events including lunch, and facilitated by the Student Services Manager.

Student support

The student services manager is chair of the EXMSS committee which processes applications to the Study Assistance Programme fund. In 2010, 56 applications were accepted by EXMSS, granting a total of \$17,817.89. The average grant was \$318.17.

Scholarships

The EXMSS Executive Committee agreed that the scholarship pool of \$10,000 be continued, plus the President's Trade to Tertiary scholarship. In 2010 there were 30 applicants for six scholarship types. Eight winners were awarded \$1000 each, two received \$500 each and one other received \$1500 (Trade to Tertiary). A special scholarship for academic excellence was awarded mid-year to a student, of \$1500.

Representation

The Student Services Manager represented students on the Regional Health & Safety Committee (monthly), and Library Committee (three times a year). These committees inform EXMSS of practices within the university and provide the opportunity for students to impact on the operational matters that concern these committees. Student Support also acts as a watchdog and advocate for contact course operations and areas such as enrolments and examinations.

Contact Courses

The three contact course seasons during 2010 were successfully serviced and administered by the Service Support staff, Thérèse McCrea. Feedback from the EXMSS Contact Course Survey showed students were extremely satisfied with the EXMSS help desk services on campus. During 2010 the Supershuttle service and a voucher system worked very well, and the extension of this service to Wellington and Auckland centres has been much appreciated by students who have had to attend more than one campus for their courses. Over 15,000 shuttle vouchers were distributed in the three Off Campus magazines, of which approximately 400 were used for each contact course.

Graduation Dinner

The 2010 annual EXMSS Graduation dinner was held in May at Wharerata on the Turitea campus in Palmerston North, entertained by our guest speaker, Dr Angie Farrow from the School of English and Media Studies. The number of graduates was 7, which was much smaller than in previous years, but the feedback from the grads and their guests was exceptional. In addition to the dinner, we also hosted two afternoon teas at the Square Edge centre for those students who could not attend the dinner. These events were very well received, with more than 50 people on the first day and 30 on the second enjoying a drink and the second annual Extramural “Beyond the Walls” Art Exhibition.



“Studying as an adult is emotionally and financially difficult. I got through with sheer determination, hard work, organisation, drive and a very supportive network of family and friends.”

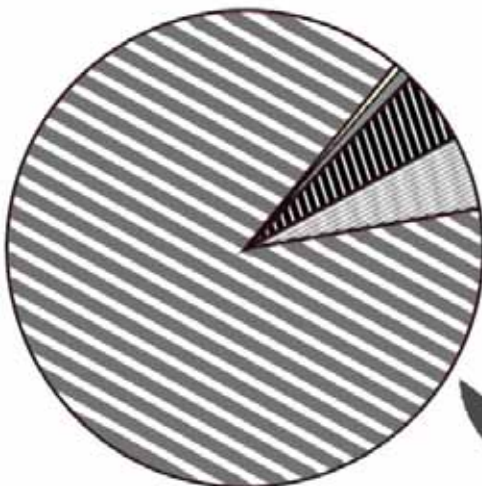
- Jessica Coombe

Financial Performance

Audited accounts are available from the EXMSS office and through the EXMSS website (www.exmss.org).

The 2009-2010 financial year has been another successful year for EXMSS. The Society has managed to deliver a wide range of services to members at a low cost and still run a modest surplus. From a financial perspective highlights for the year, have included:

- Three great magazines produced and delivered to members at \$103,868, down from last year's cost of \$131,310.
- An increased number of members taking advantage of EXMSS funded transport between airports and campuses. A cost of \$28,283, up from last years cost of \$23,894.
- The free phone provision, allowing members to contact their lecturers, costing \$13,644, slightly down from last years cost of \$14,753.
- A surplus of \$17,659 for the year, most of which helps retain the value of the society for future members, by increasing its cash at the bank.



- 1% Sales
- 1% Grants
- 5% Project Funding
- 5% Advertising
- 88% Student Levies

Where does the money come from?

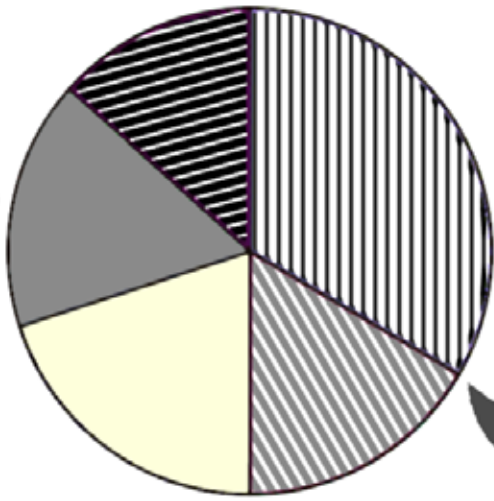
While the above is a selection of the financial highlights of the year under review, it clearly shows that members can rest assured with the knowledge that members are getting value for their membership fee and the Executive Committee is mindful of current and future students needs.

With the EOY equity, standing at \$387,793 and predominantly made up of cash investments, the Executive Committee spent time discussing how this could be best used to serve existing and future students. A decision was made to form a Trust with a significant portion of these funds, for the purpose of supporting student scholarships and awards. The Extramural Student Support Trust was formed as a sub-trust of the Massey Foundation (The University's primary scholarship provider), with the expectation that \$200,000 would be transferred into the Trust account following the first meeting of the trustees early in 2011.

EXMSS moved into 2011 with \$187,739 as uncommitted cash reserves.

Ralph Springett,
PRESIDENT

Mark Lester,
TREASURER



- 20% Magazine and Website
- 17% Representation
- 13% Advocacy Service
- 33% Student Services
- 17% Administration

What does the money get spent on?

Darryl Pinny

Chartered Accountant

Phone (06) 357-9189

Fax (06) 357-9178

Mobile (021) 444-384

P.O. Box 1059

Palmerston North 4440

Email darryl@darrylpinny.co.nz

To the members of *Massey University Extramural Students Society Inc.*

Report on the Financial Statements

We have audited the financial statements which comprise the statement of financial position as at 31 December 2010, the statement of financial performance, expense schedules and a summary of significant accounting policies and other explanatory information.

Executive Committee's responsibility for the financial statements

The Executive Committee is responsible for the preparation of the financial statements in accordance with generally accepted accounting practice in New Zealand and that give a true and fair view of the matters to which they relate, and for such internal control as the committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conduct our audit in accordance with International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about the financial statements are free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view of the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

An employee of our firm is a members of the Society. Otherwise, in our capacity as auditor we have no relationship with, or interests in *Massey University Extramural Students Society Inc.*

AUDITOR'S REPORT.

Darryl Pinny

Chartered Accountant

CHARTERED
ACCOUNTANTS



Opinion

In our opinion, the financial statements in pages 2 to 7:

- # Comply with generally accepted accounting practice; and
- # Give a true and fair view of the financial position of *Massey University Extramural Students Society Inc.* as at 31 December 2010, and of its financial performance for the year then ended.

Report on other legal and regulatory requirements

We have obtained all the information and explanations that we have required.

In our opinion proper accounting records have been kept by *Massey University Extramural Students Society Inc.* as far as appears from an examination of those records.



D G Pinny
Chartered Accountant
17 August 2011
Palmerston North

AUDITOR'S REPORT.

MASSEY UNIVERSITY EXTRAMURAL STUDENTS SOCIETY (INC)

EXPENSE SCHEDULE
FOR THE YEAR ENDED 31ST DECEMBER 2010

		2009
<u>OPERATIONAL EXPENSES</u>		
Building Lease	7,255	7,268
Computer Expenses	1,000	1,660
Electricity	1,019	1,005
General Expenses	2,066	2,092
Insurance	2,243	433
Parking	1,266	1,266
Subscriptions & Newspapers	903	1,144
Postage	2,982	2,438
Telephones - Mobile	1,492	2,701
Telephones	4,284	4,809
Telephones - Free Phone	13,366	14,753
Printing & Stationery	11,982	13,932
President, Communications and Advocacy Wages	167,412	164,935
Casual Employees	57,417	39,972
ACC payments for staff	1,327	1,173
Professional development	2,643	2,142
	<hr/>	<hr/>
	278,657	261,723
	<hr/>	<hr/>
<u>LIAISON AND SUPPORT</u>		
Scholarship Grants & Awards	13,881	14,712
Contact Course	40,444	37,806
Public Relations	19,100	17,442
Rate It	31,101	2,416
EARS	11,354	12,118
History of Exams	7,990	6,528
Publishing	18,123	-
	<hr/>	<hr/>
	141,993	91,022
	<hr/>	<hr/>

EXPENSE SCHEDULE

MASSEY UNIVERSITY EXTRAMURAL STUDENTS SOCIETY (INC)

EXPENSE SCHEDULE...Continued
FOR THE YEAR ENDED 31ST DECEMBER 2010

		<u>2009</u>
<u>FEES AND LEVIES</u>		
Accountancy Fees	24,000	24,000
Audit Fees	2,000	1,550
Bank Charges	560	391
NZUSA Students Association Levy	11,175	13,043
MUSAF (Federation)	423	153
Trust Fees	500	-
	<u>38,658</u>	<u>39,137</u>
<u>EXECUTIVE COMMITTEE</u>		
Honorarium	24,199	25,089
Travel Accommodation & Meals	12,255	10,761
Elections and Returning officers	2,500	500
AGM	1,218	228
ACC Payments	267	-
Conferences	5,936	2,356
Courses for Executive	500	564
Courses for President	2,667	-
Meetings	3,481	-
Committee Secretary	1,856	2,514
	<u>54,879</u>	<u>42,012</u>
<u>PUBLICATIONS</u>		
- Contributors	21,081	20,819
- Design & Print	46,977	63,260
- Advertising	5,660	7,072
- Postage	28,335	36,098
- Expenses	1,815	4,061
	<u>103,868</u>	<u>131,310</u>

EXPENSE SCHEDULE.

MASSEY UNIVERSITY EXTRAMURAL STUDENTS SOCIETY (INC)

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER 2010

		<u>2009</u>
<u>INCOME</u>		
Membership Fees	576,099	612,229
Sponsorship	2,800	-
Magazine Advertising	18,847	24,845
Website Advertising	960	1,360
Rate IT	26,000	-
Graduation Tickets	840	822
Interest Received	14,386	11,434
External Grants	948	889
Presidents Meeting Fee	2,231	-
Book Sales	574	-
Sundry Income	88	6,612
	<u>643,773</u>	<u>658,191</u>
<u>LESS EXPENSES</u>		
Operational	278,657	261,723
Liaison & Support	141,993	91,022
Fees and Levies	38,658	39,137
Executive Committee	54,879	42,012
Publications	103,868	131,310
	<u>618,055</u>	<u>565,204</u>
<u>CASH SURPLUS</u>	25,718	92,987
<u>ADD Depreciation</u>	4,043	4,760
<u>NET SURPLUS BEFORE TAXATION</u>	21,675	98,227
<u>LESS Provision for Taxation</u>	4,016	3,130
<u>NET SURPLUS</u>	<u>17,659</u>	<u>85,097</u>

MASSEY UNIVERSITY EXTRAMURAL STUDENTS SOCIETY (INC)

STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER 2010

2009

<u>EQUITY AT BEGINNING OF YEAR</u>	370,511	285,415
<u>ADD / (LESS) Net Surplus (Deficit)</u>	17,659	85,097
<u>EQUITY AT END OF YEAR</u>	<u>388,170</u>	<u>370,512</u>

AS REPRESENTED BY:

CURRENT ASSETS

Cash on Hand	200	200
ANZ National Bank Ltd - Cheque Account	26,713	67,102
ANZ National Bank Ltd - Call Account	307,889	109,864
ANZ National Bank Ltd - Federation Account	29,451	10
Goods & Services Tax	1,711	917
Accounts Receivable	34,822	8,321
Prepayments	1,452	1,383
	<u>402,238</u>	<u>187,797</u>

NON CURRENT ASSETS

ANZ National Bank Ltd - Term Deposit	-	194,438
Fixed Assets	18,971	19,318
	<u>18,971</u>	<u>213,756</u>
	421,209	401,553

LESS CURRENT LIABILITIES

Accounts Payable	23,341	28,299
Taxation Refund Due	6,198	2,742
Trust Account	3,500	-
	<u>33,039</u>	<u>31,041</u>

NET ASSETS

<u>388,170</u>	<u>370,512</u>
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FINANCIAL POSITION.


PRESIDENT

NOTES - FINANCIAL STATEMENTS.

MASSEY UNIVERSITY EXTRAMURAL STUDENTS SOCIETY (INC)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2010

Reporting Entity

Massey University Extramural Students Society (Inc) is an Incorporated Society under the Incorporated Societies Act 1908. The financial statements of Massey University Extramural Students Society (Inc) have been prepared in accordance with generally accepted accounting practice.

Measurement Base

The accounting policies recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis as followed by the Society.

Specific Accounting Policies

The specific accounting policies which materially affect the measurement of financial performance and financial position have been applied:

- Fixed Assets have been recorded at cost less accumulated depreciation.
- Depreciation has been calculated using 20% diminishing value.
- Accounts Receivable have been stated at net realisable value.
- Investments have been recorded at cost.
- Taxation expense charged against the operating surplus for the year is the total tax for the year, in accordance with the taxation return to the Inland Revenue Department.
- These Accounts have been recorded on a GST exclusive basis except for Accounts Receivable and Accounts Payable on the Statement of Financial Position which are GST inclusive.
- The Society qualifies for differential reporting as it is not publicly accountable and it is not large as defined in the Framework for Differential Reporting. The Society has taken advantage of all available differential reporting exemptions.

Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

Lease Commitment

The Society has entered into a lease for Offices on the first floor of the Student Centre Building on 1 January 2008 with Massey University expiring on 31 December 2016 at an annual rental of \$7,267.67 plus GST payable on the 1st day of each month.

MASSEY UNIVERSITY EXTRAMURAL STUDENTS SOCIETY (INC)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST DECEMBER 2010

2009

NOTES - ASSETS / TAXATION.

2. <u>FIXED ASSETS</u>		
Office Equipment	21,095	20,243
Less Accumulated Depreciation	18,311	17,811
<u>CLOSING BOOK VALUE</u>	<u>2,784</u>	<u>2,432</u>
Office Furniture	13,388	11,988
Less Accumulated Depreciation	10,665	10,277
<u>CLOSING BOOK VALUE</u>	<u>2,723</u>	<u>1,711</u>
Computer Equipment	58,564	57,120
Less Accumulated Depreciation	45,100	41,945
<u>CLOSING BOOK VALUE</u>	<u>13,464</u>	<u>15,175</u>
3. <u>TAXATION</u>		
Interest Income	14,386	
Less Non Profit Body Exemption	1,000	
<u>TAXABLE INCOME</u>	<u>13,386</u>	
Taxation @ 30%	4,016	
Less Resident Withholding Tax Paid	560	
<u>NET TAXATION PAYABLE</u>	<u>3,456</u>	



Massey University Extramural Students' Society
ELECTION FOR SOUTHERN NORTH ISLAND REPRESENTATIVE
DECLARATION OF ELECTION RESULT

I hereby declare the result for the Election for the Southern North Island Representative of the Massey University Extramural Students' Society Inc (EXMSS) executive committee held on Tuesday 26th October 2010.

Southern North Island Region
Election of ONE (1) Representative

Table with 2 columns: Candidates, Votes Received. Rows: HAMPTON, Lisa (267), HERBERT, Alistair (136)

I therefore declare Lisa Hampton to be elected as Southern North Island Representative.

The Voter Return Percentage was 6.96%, being 403 votes cast.

Warwick Lapp
Returning Officer
Massey University Extramural Students' Society
26 October 2010



“ For my children, university is an option (it never was in her own youth) and I fully intend to show them what is possible. Academic excellence is my way of providing a tangible example that diligence, dedication and discipline are some of the keys to success. ”

- Jessica Coombe

EXMSS is an independent student body with 50 years' experience representing distance learners like you.



EXMSS

MASSEY EXTRAMURAL STUDENTS' SOCIETY



EXMSS EXMSS EXMSS

MASSEY EXTRAMURAL STUDENTS' SOCIETY

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MASSEY EXTRAMURAL STUDENTS' SOCIETY



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