

NUPSA Executive Meeting – 27 January 2017

Minutes and Action Items

Attendees: President, Vice President, International Representative, Research Representative, Coursework Representative

Minutes taken by: Project Officer

2.00pm Meeting opens

1. Welcome and apologies

1.1. **Acknowledgement of country**

1.2. **Apologies** GLBTI Representative, may phone in later in the meeting

1.3. **Absences** Satellite Representative

1.4. **Resignations** Nil

1.5. **Elections** Nil

2. Confirmation of the minutes from previous NUPSA meeting

2.1. **Motion:** To accept minutes from November 2016

Moved: President

Seconded: Vice-President

Carried: Unanimously

3. Business arising from the minutes (Action Items)

ITEM	ACTION	ASSIGNED TO	STATUS
3.1	Request a break-down of ResLife community levy spending	President	Ongoing
3.2	Banking access for Project Officer	President, Project Officer	Ongoing, PO received BizComm dongle; password will arrive shortly.
3.3	Chase faculties for Annual Dinner ticket payments	PO	Ongoing, invoices being issued
3.4	Invoice Regional Services Office for cost of wine at Annual Dinner	PO	Ongoing, invoice being issued
3.5	Ordering of O-Week promotional items up to the value of \$9000	President, Project Officer	Ongoing, items include USB sticks, coffee cups, pens, pads and re-branded tablecloth, canopy and standing flag
3.6	Registering for AUSkey	President, Bookkeeper	Ongoing
3.7	Executive members to provide TFN declaration, bank details and superannuation fund	All	Ongoing
3.8	Additional funding authorized for African Postgraduate Student Association for end-of-year celebration	President	Done

4. Student Enquiries List

4.1. The SR Support Officer has created a Typeform-based log for student enquiries, which staff members are now using to track student questions and concerns that are brought to NUPSA each day.

5. Reports

5.1. **President:** No questions.

5.2. **Vice President:** President asked for further information regarding the Vice President's attendance

5.3. **Coursework Rep:** No questions.

5.4. **GLBTI Rep:** No questions.

5.5. **International Rep:** No questions.

- 5.6. **Research Rep:** No questions.
- 5.7. **Satellite Rep:** Satellite Rep did not submit a report this month.
- 5.8. **Project Officer:** No questions.
- 5.9. **SR Support Officer:** No questions.
- 5.10. **Academic Senate:** The President raised the Academic Senate Rep's report from last November, in which he alerted NUPSA to a potential additional fee for postgraduate research students in their fourth year. The President and the Executive discussed this, re-confirmed their strong opposition to this fee, and agreed to take action against its execution this year.
- 5.11. **ANZSSA/ISANA:** No questions.
- 5.12. **CAPA:** No questions
- 5.13. **Motion:** To accept monthly reports
 - Moved:** President
 - Seconded:** Vice President
 - Carried:** Unanimously

6. Financial Statements

Senior Executive to assess and accept financial statements 6.1-6.5 once members have been determined.

7. General Business

7.1. 2016 Budget

7.1.1. The President explained the necessary financial loss involved in the previous Executive Officer's redundancy payment.

7.1.2. Senior Executive to assess and accept 2016 budget. **ACTION ITEM: Senior Executive TBD**

7.2. 2017 Budget

7.2.1. The President outlined the method used by UON to determine NUPSA's funding, which involves student engagement statistics. He also discussed his decision made in consultation with last year's President to inject some of NUPSA's financial reserves into 2017 budget in order to improve services.

7.2.2. The International Representative raised concerns with the funds allocated to certain festivals throughout the year by comparison to others. Through discussion, funding for Pride Week was reduced slightly and moved to Contingency. These funds can be reallocated to Pride Week at any time, if the Executive agrees.

7.2.3. **ACTION ITEM: Organise meeting to discuss editorial guidelines for new student editor position. President, Research Representative and International Representative all volunteered to be involved.**

7.2.4. The International Rep and Vice President requested that newsletter space be given to CAPA and CISA developments/press releases each month.

7.2.5. The International Rep had questions regarding the increased spending on CAPA yearly membership against the rate of inflation.

7.2.6. The International Rep suggested that some funding for printing costs be reallocated to Contingency for the time being; the Executive agreed.

Motion: To accept 2017 budget

Moved: President

Seconded: Vice President

Passed by: Research and Coursework Rep

Abstained: International Rep

7.3. Secretary nominations

Research Representative nominated herself for Secretary.

Motion: To accept Research Rep as Secretary.

Moved: President

Seconded: International Rep.

Passed: Coursework Rep and Vice President

7.4. Treasurer nominations

International Representative nominated himself for Treasurer.

Motion: To accept International Rep as Treasurer.

Moved: President

Seconded: Vice President

Passed: Coursework and Research Reps

7.5. Banking access

Motion: To add Treasurer as a signatory to NUPSA banks accounts:



[REDACTED]

Moved: President
Seconded: Vice President
Passed: Coursework and Research Reps

7.6. Yearly goals statements

- 7.6.1.** The Executive again renewed their opposition to additional fourth-year student fees proposed by the University. They also renewed their commitment to campaigning for public transport concession rates for international postgraduate students. The President proposed that NUPSA campaigns throughout 2017 to raise student scholarships to match the poverty line, at the very least. The Executive agreed.
- 7.6.2.** The President proposed running a 'speed dating' style event for new students to get to know each other and make social connections. He also proposed attempts to increase student-led content through the employment of a student editor and voucher incentives for students submitting articles or feedback forms. Finally, the President outlined his commitment to increasing student satisfaction through increased feedback. NUPSA's new feedback forms are one method of obtaining clearer data on student satisfaction.
- 7.6.3.** The Vice President outlined a number of goals for the year; her primary goal was to address growing concerns about poor student/supervisor relationships, particularly in the natural sciences, wherein students may find themselves exploited or mistreated. She explained that she was happy to meet with Executive members or other stakeholders at any time to discuss these goals.
- 7.6.4.** The Research Representative raised several projects she'd previously proposed, particularly those aimed at building engagement with domestic students. She discussed her previous meeting with the Counselling Service regarding Feck It Fridays, and restated her commitment to see the program become a reality.
- 7.6.5.** The Coursework Representative's primary goal is to build further engagement with Masters and other coursework students, and see them attend NUPSA's events more frequently.

7.7. New Executive contracts

ACTION ITEM: President to update contract and adjust certain outdated details before Executive members sign it.

7.8. Executive training

The President explained that NUPSA would soon organise first aid training and mental first aid training for all Executive and staff members. All Executive members were keen to undergo training. QC training was also discussed as a priority.

7.9. 2017 Annual Dinner

The President outlined several concerns the Executive previously raised regarding last year's annual dinner venue - lack of disability access, attitude of staff and liaisons, unsuitability of the room. As a result, the Executive resolved not to select Customs House for this year's annual dinner. December 1 was selected as a date, so the dinner would not clash with the combined ANZSSA and ISANA Conferences.
ACTION ITEM: Staff to investigate Noah's, Merewether Surf House and Marina Views as potential venues for the 2017 annual dinner.

7.10. Re-branding

7.10.1.

Motion: To use reserve funding for the purchase of a new NUPSA canopy, tablecloth and flag

Moved: President

Seconded: International Rep

Passed: Unanimously

7.10.2.

Motion: To use reserve funding (up to [REDACTED]) for the purchase of new NUPSA t-shirts

Moved: President

Seconded: Vice President

Passed: Unanimously

ACTION ITEM: Staff to source different quotes for new NUPSA t-shirts.

7.11. HMRI room bookings

This year, HMRI has sought to impose additional fees on NUPSA events run at their facility after 5.00pm for increased security and cleaning. The President has met with HMRI's Facilities Manager, and has reached an agreement where NUPSA will be offered the chance to run a night-time event without cost and demonstrate that it will not necessitate additional cleaning and security.

7.12. HMRI yoga

The President would like to see NUPSA's yoga sessions at HMRI continue, and discussed the potential cost of these with HMRI's Facilities Manager also. He proposed a system where students are charged \$5.00

per session and staff members \$10.00, with all profits beyond cost coverage going to HMRI. The Executive proposed letting the current series of yoga sessions run its course, and then investigate various options to renew sessions for the rest of the year. The President committed to producing a memorandum of understanding between NUPSA and HMRI to allow these sessions to continue.

7.13. Club affiliation

NUPSA is still awaiting a request for affiliation from the NBS Journal Club.

7.14. Phone bill

ACTION ITEM: President to confirm cost of phone bill, and then pass funding through a circular motion.

7.15. CAPA Media Officer

The International Representative recommended that Executive members support Jo from GUPSA in her nomination for CAPA Media Officer.

7.16. NUPSA Twitter account

Executive agreed to have old NUPSA Twitter account deactivated and a new one created.

7.17. Universities Australia Conference

As some Executive members were absent from the meeting, the Executive members in attendance agreed to hold an online poll next week to determine who will attend the Universities Australia Higher Education Conference. The Executive also discussed accommodation; no one raised any objection to sharing accommodation at the conference to reduce cost.

ACTION ITEM: Staff to investigate accommodation for UAHE Conference.

7.18. Proteomics Journal Club

Motion: To approve event funding for the Proteomics Journal Club

Moved: President

Seconded: Coursework

Passed: Unanimously

8. Upcoming Meetings and Events

8.1. The Executive determined which members would attend NUPSA workshops, events and meetings throughout February.

9. Next Meeting

9.1. The International Representative proposed that CAPA and CISA updates be added to the agenda for future Executive meetings, as he and the Vice President are Executive members of CAPA and CISA respectively.

9.2. The next Executive meeting will be held at 2.00pm on Friday, February 24.

Meeting closed at 4.26pm