

NUPSA Executive Meeting Minutes – May 2017

A meeting (2017/05) of the Newcastle University Postgraduate Students’ Association Executive, will be held at 11am on Thurs 25 May in HA 158.

Distribution list:	<ul style="list-style-type: none"> ▪ James Pinkerton (President) ▪ Albina Gayoso (Vice President) ▪ Ashleigh McIntyre (Research Representative) ▪ Anish Saini (International Representative) 	<ul style="list-style-type: none"> ▪ Barrie Shannon (GLBTI Representative) ▪ Faria Quoreshi (Coursework Representative) ▪ Pam Connell (Equity Representative)
Minute Taker:	<ul style="list-style-type: none"> ▪ Ellie Clay (Student Representative Support Officer) 	

Meeting opens: 11.03am

1. WELCOME & APOLOGIES

1.1. ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the traditional custodians of this land, the Pambalong clan of the Awabakal people and pay my respects to the elders both past, present and future, for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander Australia.

I would like to acknowledge the loss of lands, cultures and treasures, acknowledge the consequences of this loss for the people, communities and nations.

We meet today, believing we can walk together to a better future.

1.2. APOLOGIES

Apologies should be conveyed to Ellie Clay ext. 18894 or email nupsa@newcastle.edu.au

Apologies to date: Vice President to leave at 12pm

1.3. ABSENCES

1.4. RESIGNATIONS

1.5. ELECTIONS

1.5.1. Satellite Representative nomination - Samarth

Motion to elect Samarth as Satellite Representative

Moved: President, Seconded: Equity, Passed: Unanimously

2. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

Motion to accept minutes for previous meeting, held on 27 April 2017

Moved: President, Seconded: International Rep, Passed: Unanimously

3. BUSINESS ARISING FROM THE MINUTES

ITEM	ACTION	ASSIGNED TO	STATUS
3.1	Request a break-down of ResLife community levy spending	President; SRSO	Ongoing; SRSO to try Jennifer Smith as alternative contact
3.2	Chase faculties for 2016 Annual Dinner ticket payments	SRSO	Ongoing; SRSO to continue chasing
3.3	Motion to reimburse 2016 President phone bill	President	Done
3.4	Quotes for NUPSA branded t-shirts	SRSO	Done
3.5	Motion to accept 2016 budget	Senior Executive	Done

3.6	First Aid training	All	Ongoing; dates booked in for June, online components to be completed prior to training
3.7	Motion to dispose of records prior to 2010	SRSO; passed by Pres, VP and Intl. Rep	Ongoing; second removal booked for 30 May
3.8	New NUPSA office / post grad space	President/Intl. Rep/PO	Ongoing; form to be submitted to EAMAG/IFS by 31 May
3.9	Events at UON Sydney campus	SRSO	Done
3.10	2016 audit	SRSO/President	Ongoing; 2016 AD payments now recorded as 2016 income; President to submit management response
3.11	Online forum	PO	Ongoing
3.12	Policy Working Group	All	Ongoing; SRSO to continue drafting, Drug and Alcohol Policy as priority; Coursework Rep to assist with Newsletter Guidelines; GLBTI Rep to add expertise for Diversity Policy
3.13	New student FAQs/guidebook	SRSO/PO	Ongoing; staff to continue adding to guide and resources section of website; UON Know the Law info linked in
3.14	Faculty/school student representatives	SRSO	Ongoing; first meeting set for 8 June
3.15	Yourimbah discussion	All	Ongoing; email sent to relevant parties by President seeking meeting, awaiting response; meeting set for 6 June
3.16	Peer review workshop	SRSO/President	Ongoing; SRSO looking for appropriate facilitators
3.17	AGM catering and promotion	SRSO	Done
3.18	Full banking access for PO and Treasurer	President/PO/Treasurer	Ongoing; PO still needs access
3.19	Flying minute to approve re-submitted reports from VP and Equity Rep	Senior Exec	Done
3.20	Flying minute to endorse auditor for 2018	Senior Exec	Done
3.21	HMRI parking fee increase	President	Ongoing; students have been consulted, proposal submitted, awaiting response
3.22	CAPA SCM (21-22 June)/Jobs After Graduation	SRSO/President and Research Rep	Ongoing; flights and accommodation booked
3.23	Green Week / environment initiatives	Research Rep	Ongoing; June newsletter to be themed accordingly
3.24	Sexual Assault Strategy for NSW with Pru Goward – 7 June	President, Vice President, Equity Rep	Ongoing
3.25	Flying minute to approve SRSO as NSW Fair Trading Public Officer	Senior Exec	Done
3.26	Flying minute to approve Travel Policy	Senior Exec	Done

3.27	NUPSA SCM	All	Ongoing; Awaiting journal changes by bookkeeper
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4. STUDENT ENQUIRIES LIST

4.1. Student Enquiries Report as at 18 May 2017.

5. REPORTS

5.1. President - no questions

5.2. Vice-President - no questions

5.3. Coursework – no questions

5.4. Equity - no questions

5.5. GLBTI – GLBTI Rep asks if Exec would be interested in participating in ALLY training for LGBTIQ awareness; GLBTI Rep working with UON Equity Coordinator to set date for in-house training. International Rep asks about fundraising event for Pride Week; due to bar staff costs the event barely made a profit. President has addressed venue hire costs for students and clubs with Director of Regional Campuses.

5.6. International – no questions

5.7. Research – no questions

5.8. Project Officer - no questions

5.9. SR Support Officer – no questions

Motion to accept reports for May

Moved: President, Seconded: Coursework Rep, Passed: Unanimously

6. FINANCIAL STATEMENTS

6.1. April Balance Sheet – Questions arose about accounts receivable potentially being recorded as inaccurate, as the suspected SSAF income recorded in accounts receivable. The President discussed changes in SSAF payments which used to be received quarterly, now moved to a monthly basis but the date is not consistent from month to month. Bookkeeper reconciles NUPSA accounts fortnightly; Equity Rep asks about total income for the year, consultant fee item, wish card item and term deposit income. Research Rep asks about financial statement inconsistencies, Equity Rep agrees data entry errors are too frequent. President notes time is a factor to fully reconcile account accurately, and that previously NUPSA have not used a professional. GLBTI Rep asks whether there is scope/capacity to keep bookkeeper on for extra hours to fix issues. Equity Rep notes possible negotiation may be for SRSO to help with data entry.

President and Treasurer to pull reports with bookkeeper at the end of the month and work through any issues before the Exec meeting. SRSO to enquire about using MYOB for data entry.

6.2. April Profit and Loss

Reports to be passed by flying minute once reconciled.

7. GENERAL BUSINESS

7.1. Satellite Representative nomination (agenda item 1.5.1.)

7.2. Office cover in June/July

SRSO away for 5 weeks in July, admin work to be covered by Exec members to ensure office remains open. President notes impending thesis deadline (!) so won't be available in July. President also suggested that it would be best to work on a first submission basis by Executive.

SRSO to work with PO to identify busy dates and contact Executive based on available working dates.

7.3. Annual Dinner menu

President notes choosing meat options that all students can eat e.g. chicken and lamb with other dietary requirements also catered for e.g. vegetarian, vegan, gluten-free, halal. International Rep notes fish as

alternative to lamb. Research Rep has strong opinions about crème brûlée, in the affirmative - sticky date pudding as other dessert option. Equity Rep asks about Annual Dinner format, President answers it is an end of year celebration with sit-down meal with presentations. Equity Rep asks about Annual Dinner income for 2017, SRSO notes invoices will be raised in July/Aug with payments finalised before the event. Full price tickets are \$80, student/concession price is subsidized to \$50. Free tickets to UON departments, award winners etc. President notes opposition to the President's +1 as free ticket. Noted that Director of Regional Campuses has indicated that alcohol at the RSA compliant venue is acceptable. International Rep asks if a photographer can be booked, in exchange for a free ticket; Exec agrees that this would be an appropriate investment. International Rep asks if NUPSA can run student awards e.g. Student Living event introduced Resident of the Year award in 2016; President notes that there are already faculty and student life awards but NUPSA can take a different approach e.g. awards for volunteering, philanthropy, student engagement.

Vice President leaves at 11.57am.

SRSO to set date for student awards working group.

SRSO to inform Marina Views of main and dessert choices and check meats are halal.

7.4. Semester 2 orientations

Dates noted. Possible bus trip on Fri 21 July, after campus orientations.

SRSO to check if NUPSA presence required at panel sessions.

7.5. NUPSA business cards

Research Rep notes keeping space for notes, white on back, rather than black.

SRSO to update design and order 250-500.

7.6. UON recruitment

Equity Rep sits on FEDUA Board and notes the faculty did not meet recruitment quota - can/should NUPSA assist in this area? President notes this kind of action sits outside of NUPSA's remit but getting faculty student reps together is a step forward; notes it has been difficult to find and contact all reps, VC has also noted this issue in a previous meeting; suggestion to streamline all elections to occur in October for a clearer picture of student representation. International Rep notes NUPSA is more orientated to student support (workshops etc.) rather than recruitment. Equity Rep notes UON's promotion efforts in the community, could NUPSA involve themselves in this domain; President notes possible conflict of interest by aligning too closely with UON recruitment and that the Association must maintain independence however, student numbers are important as NUPSA funding is directly linked to enrolment numbers. President notes there is a loss in SSAF revenue in 2017 due to low enrolment numbers but it will not affect NUPSA's income this year; next year may be affected.

7.7. Student Advisory Council

Coursework Rep attending first meeting on 22 May; initial concerns due to dissolution of SSAF Consultative Committee, the appointment of some student members, and the disproportionate representative of undergrads over postgrads (1/4 postgrads would be a more accurate representation ratio); noted that similar moves were made at Macquarie University which resulted in disbanding for student associations; President has talked to the Dean of Students who emphasised the teaching and learning consultation of SAC and that it is an evolving entity with dedicated elections planned for 2018. Noted that two-year terms may need to be adjusted to reflect student association tenures. Question about 2017 terms – would these only be six months long, and then the elections would be held? So far, there has been no indication of pulling SSAF funding for 2018, NUPSA are still being consulted in this regard. International Rep notes SAC overview document posits that student associations are not providing adequate assistance/facilitation; ditto the faculty reps. Next SAC meeting will elect the Chair; two undergrads, the UON Council member and a NUSA Rep are both running for role. Possible conflict of interest having UON Staff (the three DVCI's) as voting members, but they do not have majority.

Concerns that appointed students are not independent entities. Concerns meetings are only quarterly, although Coursework Rep notes SAC were open to creating working groups to keep momentum. Research Rep notes concerns about DVCA not approaching student associations first and foremost, and allowing SAC to take over. Equity Rep notes concerns about diminished voice of NUPSA, diverting students to SAC rather than NUPSA as advocates. Coursework Rep notes NUSA and NUPSA achievements were mentioned in first SAC meeting but SSAF survey would be referred to as the source of student truth/feedback. GLBTI notes the inherent political nature of students, particularly equity groups within the student cohort. President notes concerns that SAC student reps, appointed or otherwise won't consult with wider student body. International Rep notes that having one student filling more than one category is also problematic.

President to prepare letter to DVCA seeking further clarification on purpose, activities and authority of SAC, asking whether/why UON has concerns about NUPSA's ability to represent students as an independent association, and its role in decision making.

- 7.8. African Postgraduate Students Association funding request**
Club are organising a seminar/talk, budgeting \$15 a head for food and drinks. NUPSA benchmark for catering is \$10 a head, therefore \$500 is a more appropriate amount. 2016 club executives did not provide full receipts; noted that there is a new President in 2017, and the club has been informed of their responsibilities with regard to funding. International Rep notes that Student Central clubs run on a system of reimbursements, or pre-payments with itemised quotes. President notes NUPSA wants to make club events easy for students to run, without too many barriers.

Motion to approve funding for \$500

Moved: President; Seconded: Research Rep; Moved: Unanimously

SRSO to inform club and organise payment.

- 7.9. Nutrition Working Group**
Exec member/s to be allocated to working group, date TBD.

- 7.10. EAMAG proposal for new office space and furnishings**
Notes from separate meeting, held after monthly Executive meeting:
- Executive very happy with current draft of the proposal, very comprehensive.
 - To note: importance of space for domestic and international students to meet and mingle
 - To note: importance of having a consistent, easy-to-find space for workshops
 - Proposal to remove itemised costing tables and replace with floor plan approximations and visual examples (using pre-existing postgrad spaces at other universities)
 - Overall estimated cost could be formulated by IFS on a square metre basis
 - All spaces need to be lockable
 - New name for proposal, avoiding the term New Space!

8. UPCOMING MEETINGS AND EVENTS LIST

- 8.1.** Determine which Executive members will attend meetings and events in June 2017

9. NEXT MEETING

Proposed: 11am, Thurs 29 June

10. MEETING CLOSE

12.51pm