

## NUPSA Executive Meeting Agenda – February 2018

A meeting (2018/2) of the Newcastle University Postgraduate Students' Association Executive, will be held at 2pm on Friday, February 16th in HA158, Hunter Building.

Distribution list:	<ul style="list-style-type: none"> <li>▪ Ash McIntyre (President)</li> <li>▪ Anish Saini (Vice President)</li> <li>▪ Faria Quoreshi (Coursework Representative)</li> <li>▪ Barrie Shannon (GLBTI Representative)</li> <li>▪ Amber Sauni (Equity Representative)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ashraf Abdelbaky (International Representative)</li> <li>▪ Daniel Akeremale (Research Representative)</li> <li>▪ Nicholas Scanlon (Satellite Representative)</li> <li>▪ Marc Grayson (Aboriginal Torres Strait Islander Representative)</li> </ul>
Minute Taker:	<ul style="list-style-type: none"> <li>▪ Hugh Milligan (Project Officer)</li> </ul>	

### Meeting opens:

#### 1. WELCOME AND 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

International Representative sends their apologies. Satellite Representative sends their apologies.

#### 2. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

Vice-President noted that the previous minutes are highlighted in areas, and not entirely in chronological order. Project Officer and/or SRSO will correct this.

*Motion to accept previous minutes with amendments proposed by Vice-President.*

*Passed: President; Seconded: Coursework Rep; Carried unanimously (Equity Representative and Aboriginal/Torres Strait Islander Representative abstaining)*

#### 3. BUSINESS ARISING FROM THE MINUTES

ACTION	ASSIGNED TO	STATUS
New NUPSA office / post grad space	President	Ongoing; awaiting feedback from UON.

New student FAQs/guidebook	PO	Ongoing; looking to also provide a Sydney specific version; to be released for O-week 2018 <b>ACTION ITEM: Work on hard copy of student guide (once online guide is completed) to give out at future orientations.</b>
HMRI parking fee increase	President	Ongoing; awaiting feedback once parking fees change in August, no feedback as yet; recommendation that 2018 NUPSA Executive monitor this item.
Student Electoral Processes at UON	President	Ongoing; met with UON Secretariat & VC; support given by Senior UON leadership; President to contact Secretariat re: UON positions
NUPSA response and action for UON bars after-hours costs	President	Ongoing; NUPSA now utilising off-campus services; recommendation that 2018 NUPSA Executive monitor following new tenders.
Edits to Constitution	SRSO/President	Ongoing; draft submitted to Director of Regional Campuses; recommendation that 2018 NUPSA Executive follow up with DVC-A in first meeting of 2018.
Equity of access at satellite campuses	President	Ongoing; issue raised with DVCA who has followed up with Dean of Sydney; recommendation that 2018 NUPSA Executive follow up.
Online recordings for faculty presentations	President	Ongoing; issue raised with Student Faculty/School Reps; Equity Rep to prepare statement.
FSC work space	President	Ongoing; to raise with DVC-R; recommendation that 2018 NUPSA Executive follow up.

Organise bank account access for Treasurer	PO/ President/ LGBTQI Representative	
Inductions for new exec members	President, Equity and Aboriginal/Torres Strait Islander Representatives	Done.
Book AGM	PO	Venue (HB13) secured. Catering to be booked.
Annual Dinner Booking	PO/ Senior exec.	Done. Passed by flying motion by Senior Executive.
CAPA Remission	President	Ongoing; when fees are sent President to submit remission forms
Confirm and book O-Week trip	Senior Exec.	Done.
Student/Staff Relationship Policy	President	Ongoing; President to meet with DoS to discuss University policy on the matter to inform NUPSA's developing position
The Design People Subscription	PO	Done.
Conference attendance	President/PO	UA Conference - done. CISA Conference – delegate selected, venue not yet announced.
Contribute to 24HR Health Crisis Line	PO/ President	Done. Awaiting instructions from Director of Student Health and Wellness.
Student Restructure Working Group	President/ Exec	Done.
NUPSA Regulation Working Group	President/ PO/ Exec	Ongoing.
Hire new NUPSA SRSO	President	Done.

#### 4. STUDENT ENQUIRIES LIST

4.1. Student Enquiries Report as of 16/02/18.

#### 5. REPORTS

5.1. President. **No questions.**

5.2. Vice-President. **No questions.**

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

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

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

5.6. Research Rep. **President noted that some details of certain events are missing; they advised the Research Representative to look through previous monthly reports to gain a better understanding of required structure.**

5.7. Satellite Rep. **No questions.**

5.8. Aboriginal/Torres Strait Islander Rep. **No questions.**

**5.9. Equity Rep. No questions.**

**5.10. Project Officer. No questions.**

*Motion to accept reports pending amendments to Research Rep report.*

*Passed: President; Seconded: Vice-President; Carried unanimously.*

## **6. FINANCIAL STATEMENTS**

6.1.1. Balance Sheet

6.1.2. Profit and Loss

The President explained that, due to issues accessing MYOB and conferring with bookkeeper, financial reports this month only run through December. Executive agreed to wait for more recent reports to assess before any further discussion.

Vice-President asked which faculties were yet to pay for their Annual Dinner 2017 tickets. Project Officer explained that two faculties are yet to pay; unfortunately, the University's cost code system has made it difficult to identify which payment has been made by which faculty.

**ACTION ITEM: Project Officer and/or SRSO to speak with UON Financial Team and Faculty RTOs, and chase up remaining Annual Dinner 2017 payments.**

## **7. GENERAL BUSINESS**

### **7.1. Proteomics Journal Club – application for funding**

*Motion to approve requested funding for Proteomics Journal Club.*

*Passed: President; Seconded: Vice-President; Carried unanimously.*

### **7.2. Student Representation Design Project**

The President outlined NUPSA's objections to the current proposal for student representation redesign, including concerns that the direct provision/sale of food and on-campus services is contradictory to NUPSA's goals of student advocacy, and that seating staff on the board of a student entity represents a conflict of interest.

A meeting is scheduled for early March to assess whether further progress can be made with the current steering committee. NUPSA has been invited to select one more student from its Executive/redesign working group to sit on the steering committee.

*Motion to accept LGBTI Representative as third NUPSA member of student representation steering committee.*

*Passed: President; Seconded: Coursework Rep; Carried unanimously.*

### **7.3. O-Week – attendance at NUPSA expo stalls and beach trip/BBQ**

Executive examined draft O-Week roster and made adjustments based on availability of individual Executive members.

### **7.4. Executive conduct at events and meetings**

The President explained the importance of Executive members being visible at student events, and coordinating with each other to remain aligned in protocol. Regarding attendance at meetings, she stressed the importance of reporting back to the office (in person or via email) after each meeting to inform Executive and staff of any developments or points of interest.

## **8. UPCOMING MEETINGS AND EVENTS**

## **GENERAL BUSINESS:**

Vice-President enquired about NUPSA's proposed reduction of salary (according to the HEW scale) for casual office cover. President confirmed that pay is currently sitting at lowest baseline.

Vice-President noted that the University has not provided RSA/RCG training to students since 2016; he has been doing some online research to assess training options. He proposed that NUPSA look at ways to fund and offer this training to students instead.

**ACTION ITEM:** Project Officer to investigate RSA/RCG training delivery options for students.

## **9. NEXT MEETING**

**Friday 23 March, 12pm.**

**Meeting closes: 2.58pm**