

## NUPSA Executive Meeting Agenda – January 2018

A meeting (2018/1) of the Newcastle University Postgraduate Students' Association Executive, will be held at 9am on Friday, January 19 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> </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> </ul>
Minute Taker:	<ul style="list-style-type: none"> <li>▪ Hugh Milligan (Project Officer)</li> </ul>	

### Meeting opens:

#### 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

SATELLITE REPRESENTATIVE ABSENT WITHOUT APOLOGY.

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

*Motion to accept minutes for previous meeting, held on 27 October 2017.*

*Moved: President; Seconded: Coursework Rep; Passed unanimously*

#### 3. BUSINESS ARISING FROM THE MINUTES

ACTION	ASSIGNED TO	STATUS
New NUPSA office / post grad space	President	Ongoing; awaiting feedback from UON.
Policy Working Group	All	Done
New student FAQs/guidebook	PO	Ongoing; President has reviewed, looking to also provide a Sydney specific version; to be released for O-week 2018
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 and Regulations	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.
Flying minute to approve Clubs and Societies policy	2017 Senior Exec	Done
Flying minute to approve funding for Big Ideas Clubs	2017 Senior Exec	Done
Pass job description of SRSO; determine to fill the position as soon as possible	2017 Senior Exec	Done
Flying minutes: Clubs and Societies Policy passed	2017 Senior Exec	Done
Flying minutes: Staffing Policy passed	2017 Senior Exec	Done

## 4. STUDENT ENQUIRIES LIST

4.1. Student Enquiries Report as of January 18, 2018.

## 5. REPORTS

- 5.1. President - no questions
- 5.2. Vice-President - no questions
- 5.3. Coursework - no questions; awaiting ISANA report
- 5.4. GLBTI - no questions
- 5.5. International - no questions
- 5.6. Research - no questions
- 5.7. Satellite - no questions
- 5.8. Project Officer

*Motion to accept monthly reports.*

*Moved: President; Seconded: Coursework Rep; Passed unanimously (Vice President abstaining)*

## 6. FINANCIAL STATEMENTS

- 6.1.1. Balance Sheet as of 30 Nov 2017
- 6.1.2. Profit and Loss for November 2017

*Motion to accept financial statements for November*

*Moved: LGBTI Rep; Seconded: Vice President; Passed unanimously*

## 7. GENERAL BUSINESS

### 7.1. Approve 2018 Budget

President notes that NUPSA was only student entity at UON not to receive a loss in funding this year. Budget has been tightened so that NUPSA is committing less of its own reserves than last year. President notes that NUPSA will seek to apply for more grant funding to supplement its budget.

Regarding budget Category 2, Vice President suggests equalising funding for all university fairs and festivals, as these are all equally collaborative with the University, and NUPSA should not be seen to be prioritising certain cohorts. President notes that some events are week-long as opposed to day-long, but will consider adjusting Category 2 funding. Research Rep is in favour of assessing funding for each event specifically, according to its requirements. LGBTI Rep and Coursework Rep concur. It is agreed that the budget has some flexibility, so funding can be adjusted down the line as necessary.

*Motion to accept 2018 budget*

*Moved: Coursework Rep; Seconded: President; Passed unanimously (Vice President abstaining)*

### 7.2. Remission of CAPA fees

President explains that Melbourne University has been granted a fee remission by CAPA (due to their being unsatisfied with its performance) and still enjoys the benefits of membership. This represents a gross inequity, and that NUPSA should also be entitled to a fee remission, so its funding can be redirected to additional student events. LGBTI Rep concurs, suggesting that CAPA (as a Melbourne-based organisation) is giving priority to Melbourne-based Universities.

The Vice President disagrees, explaining that CAPA is currently struggling to run financially, and that a further loss of income from fees could seriously effect their ability to operate next year. He agrees that Melbourne's conduct was improper, but argues that NUPSA should not emulate this behaviour. He also suggests that NUPSA's influence within CAPA will be largely diminished if it no longer pays fees.

President counters that NUPSA, too, is under financial pressure, and cannot continue to chip into its reserves at the rate it is currently. They note that it is important to demonstrate solidarity and to send a message to CAPA that it cannot expect continued support in its current state of poor organisation. The LGBTI Rep concurs, citing CAPA's unwillingness to hold non-paying universities accountable or revoke their voting rights.

The LGBTI Rep asks whether there is an effective way NUPSA can send this message to CAPA.

*Motion to proceed with remission of CAPA fees*

*Moved: President; Seconded: LGBTI Rep; Passed. Vice President opposed (while declaring conflict)*

### **7.3. Establish NUPSA position on staff/student romantic relationships (CAPA request)**

President explains that NUPSA has been approached by a representative of CAPA, requesting its official position on staff/student romantic relationships.

LGBTI Rep (citing personal experience) warns against restrictions on staff/student relationships, as Newcastle is a small town, and these do not necessarily represent any conflict of interest. They do, however, have major concerns about student/supervisor relationships, as these contain an inherent power dynamic that could cause major issues. The President agrees with this position, particularly among postgraduate students, who are generally older and more capable of navigating these relationships alongside their studies. The Coursework Rep and Research Rep concur.

President notes that there does not seem to be any explicit mention of staff/student relationships among the University's Code of Conduct and policy documents. The Research Rep advises additional research and examination of University policy documents before coming to an official position.

The Vice President notes that it is difficult to NUPSA to speculate as to the nature of any particular staff/student relationship from the outside; these must be assessed on a case-by-case basis.

Subsequently, the President suggests that NUPSA does not come to an official position yet, but should look more closely at UON policy and policy at other universities before reaching a position.

*Motion to delay on forming an official position regarding staff/student relationships until additional research is undertaken.*

*Moved: President; Seconded: Coursework Rep; Passed unanimously*

### **7.4. Casual cover pay**

President suggests that Executive members, when covering the office casually, don't perform the same suite of tasks as the Project Officer or SRSO (such as answering emails, following up projects/tasks), and so NUPSA can save money by lowering the HEW band at which casual office cover is paid.

Vice President notes that pay for casual office cover was lowered last year to HEW 4. President agrees to look into this before any further discussion.

### **7.5. O-Week activities and merch**

President outlines the merchandise NUPSA has ordered for orientation events this year, which came to \$5,176. They explained the reasoning for the slightly budget overflow.

As UON has outsourced its bars on campus, NUPSA can no longer hold its usual pancake breakfast at the Godfrey Tanner Bar. Another option is to proceed with a bus trip to Blackbutt Reserve, and instead invest in a BBQ at the reserve to enhance the event. The LGBTI Rep and Coursework Rep are in favour of this.

As an alternative, NUPSA has sourced a quote from Newcastle Afoot Walking Tours. A walking tour would cover local history, culture, transport, etc., as well as coffee and a light lunch. Unfortunately, at NUPSA's budget, it would only cater to 22 students. The Vice President suggests running this event later in the year, during one of the Trimester orientations at New Space (due to the higher proportion of international students). They also suggest running it as part of NUPSA's beach safety event(s) throughout the year, and perhaps approaching the University to source a 'park and ride' shuttle to save on bus costs.

As it services a larger group of students, the President suggests leading with the bus trip to Blackbutt Reserve for O-Week Semester 1. It is decided that NUPSA will get more specific quotes for both Blackbutt and the walking tour, with the Senior Executive to make a final decision via flying motion.

#### **7.6. 2018 Universities Australia Conference in March – organise attendance**

NUPSA has approached the University for funding assistance to attend the Universities Australia 2018 Conference (February 27 - March 3), and has been granted \$1000 (across all costs, including attendance and accommodation). NUPSA has budgeted \$4000, but now should be able to attend the event for less than 75% of this.

The President will attend, but another delegate must be selected to go with them. The Vice President would like to attend, but may already be attending as a CAPA representative; they will seek to confirm this. The LGBTI Rep would also like to attend, as a lot of LGBTI-related policy enters early discussion at this conference.

A Typeform poll will be sent to all Executive members following the meeting, so they can anonymously cast their votes.

#### **7.7. 2018 CISA Conference in June – organise attendance**

This year's CISA Conference will be held in Cairns in June; it is usual to send the International Rep, and a second delegate where possible. The Coursework Rep and Vice President both register their interest in attending. The Vice President notes that they will run for certain CISA positions this year, so attendance would also improve their platform across issues related to international students.

#### **7.8. Restructure of student representation**

The President has previously met with the CEO of Yourimbah and the President and General Manager of NUSA, to discuss a possible restructure of student representation at UON. The CEO of Yourimbah has requested that each entity draft a plan for a new structure; NUSA has already submitted its plan to NUPSA for feedback.

The President suggests that NUPSA form a working group to draft its own proposal, through consultation with students. The LGBTI Rep volunteers. The Research Rep believes that NUPSA should, over a period of time (years), note omissions and inconsistencies in its constitution, before consolidating this in a report for final consideration. The President explains that time is a factor, as the University is currently in the final stages of its own major restructure, so student entities need to have a formal response ready sooner rather than later.

The LGBTI Rep notes that staff members of both NUSA and Yourimbah have been attended meetings and discussing this matter, which should instead be put to Executive members (ie. the students themselves). They urge that this be minimised in future, so the student voice is not weakened. The President agrees that this is not appropriate, and that a precedent must be set against it.

The President agrees to send out an email to Executive members to form a working group, and start drafting a proposal.

## **7.9. Inductions for existing Executive members**

Currently, the regulations state that all Executive members (new and returning) should undertake induction at the start of the year; they also state a position on monthly reporting, and other matters that NUPSA has not followed to the letter for several years.

The President argues that inductions for returning Executive members (as opposed to new ones) are completely unnecessary, and should be scrapped. The Research Rep suggests that, rather than undertaking a full hour-long induction, a contract and governance certificate should suffice.

The International Rep has some questions regarding potential new NUPSA projects before signing their contract. The President reminds them that, if their contract is not signed within three months of starting in their position, they cannot vote on Executive matters. It is concluded that these questions should be discussed between them as soon as possible following the conclusion of the meeting.

*Motion, effective immediately: incumbent members of the Executive do not need to undergo induction year-to-year.*

*Moved: International Rep; Seconded: President; Passed unanimously*

## **7.10. Review of NUPSA Regulations**

The President states their position that NUPSA's regulations are outdated and now only infrequently adhered to, and should be examined and updated as a matter of priority.

*Motion to convene a working group to examine the NUPSA Regulations*

*Moved: President; Seconded: LGBTI Rep; Passed unanimously*

*Skype connection with International Rep lost at 10.23am.*

## **7.11. Executive Yearly Goals**

The President would like all NUPSA Executive members to submit a list of three goals for the year, so these can be consolidated to inform the association's future activities and campaigns.

## **7.12. Declare conflicts of interest**

President declares themselves a member of Academic Senate. They will report on any relevant decisions reached by the Senate in future monthly reports and Executive meetings.

The Vice President declares themselves Vice President of the National Council (Engagement) at CAPA.

## **7.13. Secretary Nominations**

The LGBTI Rep has nominated themselves for this role in advance of the meeting. The Coursework Rep nominates themselves also. It is agreed that the LGBTI will instead nominate themselves for NUPSA Treasurer, allowing both Reps to sit on the Senior Executive.

## **7.14. Treasurer Nominations**

*Motion to accept LGBTI Rep as NUPSA Treasurer and Coursework Rep as NUPSA Secretary, effective immediately.*

*Moved: President; Seconded: Vice President; Passed unanimously*

## **7.15. Banking Access for new Treasurer**

*Motion to authorise new NUPSA Treasurer (LGBTI Rep) to access the association's banking and accounts*

*Moved: President; Seconded: Coursework Rep; Passed unanimously*

## **7.16. Nomination for Equity Rep (casual vacancy)**

NUPSA has received nominations for both Equity Rep and Aboriginal and Torres Strait Islander Rep positions. The President gives their support to both nominees.

*Executive votes on accepting nominee for Equity Rep.*

*All in favour.*

## **7.17. Nomination for Aboriginal and Torres Strait Islander Rep (casual vacancy)**

*Executive votes on accepting nominee for Aboriginal and Torres Strait Islander Rep.*

*All in favour.*

*Vice President excuses themselves from the meeting at 10.38am*

*(due to time zone differences).*

## **7.18. SR Support Officer – interview process update**

Today is the last day that applications are open for NUPSA's SRSO position (though the deadline may be extended to encourage more applicants). The President notes that, unfortunately, there have been far fewer applicants this year, and the general standard is lower, but the process is still on track for interviews at the end of January.

## **7.19. Set details of 2018 AGM**

The President suggests scheduling this year's AGM for May 10 or 11, to be held in the same room as last year (HB13) with similar catering provided. The LGBTI Rep and Coursework Rep suggest a Friday.

The International Rep recommends moving forward to 11am (to be finished at 1pm), to accommodate afternoon prayer for Muslim students. The Executive agrees.

*Motion to schedule NUPSA's 2018 AGM for Friday, May 11 at 11am.*

*Moved: President; Seconded: LGBTI Rep; Passed unanimously*

*Office staff can now proceed with arranging venue and catering.*

## **7.20. NUPSA 2018 Audit**

This year, NUPSA has employed WSC Group to conduct its annual audit (following competitive tendering by the 2017 Executive last May).

## **7.21. Annual Dinner – lock in date, discuss venues**

The President recommends hosting NUPSA's Annual Dinner on the first Friday of December, as it did last year. The Research Rep suggests a larger venue than last year's, as the previous dinner was noticeably cramped. The Executive agrees. The President suggests somewhere with water views.

It is suggested that the office staff start sourcing local venues that meet NUPSA's criteria regarding accessibility, pricing, location, catering, etc. The President urges that a venue must be selected soon to ensure availability.

The LGBTI Rep recommends a venue with vegan and halal options also.

## **7.22. The Design People – Quarterly Website Maintenance**

The President recommends that NUPSA subscribe to the new \$90 quarterly maintenance package advertised by its website's architect, The Design People

*Motion to subscribe to The Design People's quarterly website maintenance package, effective immediately  
Moved: President; Seconded: Coursework Rep; Passed unanimously*

*Motion to continue the Executive meeting beyond the two-hour mark  
Moved: President; Seconded: LGBTI Rep; Passed unanimously*

The LGBTI Rep suggests the establishment on domain-based email addresses for all Executive members (eg. [president@nupsa.edu.au](mailto:president@nupsa.edu.au)). It is agreed that office staff will source a quote for this service.

## **7.23. PHWG 24Hr Mental Health Crisis Line**

The University's Health Coordinator has proposed a 24-hour help line for students who need urgent counselling, and submitted a proposal for funding to help it operate for the first year. They have requested \$1000 in funding from NUPSA.

While they had initial reservations about the need for a University-specific help line (as opposed to services like Lifeline) the President now states that this could be an effective service tailored specifically to students.

*Motion to commit \$1000 in funding to establish the proposed 24-hour health crisis line  
Moved: President; Seconded: LGBTI Rep; Passed unanimously*

*The International Rep excuses themselves from the meeting at 11am.*

## **7.24. Late 2017 funding request from Graduate Gamers Club**

The Graduate Gamers Club applied for funding towards the end of 2017, but their application was rejected, as NUPSA had received instructions from the Director of Regional Campuses to freeze all club funding until further notice.

NUPSA has now discovered that the Director's instructions were given in error. The President suggests that the club not be punished for this error, and their funding retrospectively granted.

*Motion to approve retrospective 2017 funding for Graduate Gamers Club of \$750  
Moved: President; Seconded: Coursework Rep; Passed unanimously*

## **7.25. Reimbursement request from Ourimbah HDR Coffee Club**

In the second half of 2017, the Ourimbah HDR Coffee Club accrued several expenses during their meetings/pizza party that they have since requested reimbursement for, despite the fact these expenses were not approved by

the NUPSA Executive in advance. These expenses, if approved, would bring their total funding for the year to well over \$1000, despite the annual cap being set at \$750.

The President recommends not approving these expenses, given that the club is one of the longest affiliated with NUPSA, and should be well aware of its funding guidelines by now. The LGBTI Rep suggests funding them to the point that their total annual funding would be \$750, as a compromise.

*Motion to fund the Ourimbah HDR Coffee Club for an amount that brings their total 2017 funding to \$750  
Moved: President; Seconded: LGBTI Rep; Passed unanimously*

#### **7.26. Photos and bios of all Executive members for website**

All Executive members need to submit a short biography of themselves for the NUPSA website. It is agreed that a full Executive photo shoot will be held on campus once all Executive members have returned from overseas.

#### **7.27. Office cover for January 23**

As the President will be in meetings and the Project Officer engaged in running a boot camp, office cover will be needed. Coursework Rep volunteers.

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

#### **9. NEXT MEETING**

Friday, February 16, 2pm - 4pm.

**Meeting closes:** 11.28am