

## NUPSA Executive Meeting Agenda – JUNE 2018

A meeting (2018/6) of the Newcastle University Postgraduate Students' Association Executive, was held at 2pm on Friday, 29<sup>th</sup> June 2018 in HA158, Hunter Building.

Present:	<ul style="list-style-type: none"> <li>▪ Ash McIntyre (President)</li> <li>▪ Anish Saini (Vice President)</li> <li>▪ Faria Quoreshi (Coursework 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> </ul> <p>Hugh Milligan (Project Officer) Georgia Killick (SRSO)</p>
Minute Taker:	<ul style="list-style-type: none"> <li>▪ Georgia Killick</li> </ul>	

### Meeting convened at 2.09pm:

#### 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

*None received*

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

*Motion to accept minutes from May meeting*

*Moved: President; Seconded: Vice-President: passed unanimously*

#### 3. BUSINESS ARISING FROM THE MINUTES

ACTION	ASSIGNED TO	STATUS
New NUPSA office / post grad space	President	Ongoing; awaiting feedback from UON. Raised at recent meeting with VC.
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
Online recordings for faculty presentations	President	Ongoing; issue raised with Student Faculty/School Reps; follow up in next meeting
FSC work space	President	Ongoing; raised with DVC-R who is awaiting results of last year's survey, so at this

		stage, we will keep raising the issue
Organise bank account access for Treasurer	PO/ President/ LGBTQI Representative	Ongoing; awaiting past Presidents to be removed so I have authorisation to add access
Student/Staff Relationship Policy	President	Ongoing; Awaiting feedback on the writing of UoN Guidelines.
Circulating Contribute to 24HR Health Crisis Line	PO/ President	Done. Awaiting instructions from Director of Student Health and Wellness.
NUPSA Regulation Working Group	President/ SRSO/ Exec	Ongoing; awaiting new staff member to resume. Currently policies are being amended
Hardcopy student guide	PO	Ongoing;
Student Communications Officer Role	President	Done; applicant selected and has accepted position

#### 4. STUDENT ENQUIRIES LIST

##### 4.1. Student Enquiries Report as of 25/06/2018.

Project officer updated the executive on recent enquiries and the two areas we have predominantly seeing enquiries for is further information requests regarding workshops (3 Minute Thesis Training) and for support in personal matters.

#### 5. REPORTS

5.1. President – No questions

5.2. Vice-President - No questions

5.3. Coursework - No questions

5.4. GLBTI - No questions

5.5. International – The Vice-President questioned if amendments to previous reports had been made and the International Representative advised that they had. The President advised that if reports need to be amended they must be sent through to SRSO and not altered in Dropbox, then advised this will be clarified more in General Business.

5.6. Research – Requested that the Vice-President and the International Representative provide a summary of their recent attendance at CISA conference. President explained they will both be submitting a formal report before next Executive meeting and providing an informal summary in General Business later this meeting.

5.7. Satellite – Position Vacant

5.8. Aboriginal/Torres Strait Islander - Position Vacant

5.9. Equity – No questions

5.10. Project Officer- No questions

5.11. Student Representative Support Officer – No questions

*Motion to accept June Reports*

*Moved: President; Seconded: Coursework Representative; passed unanimously*

#### 6. FINANCIAL STATEMENTS

##### 6.1. TRACKING SPREADSHEET

President explained that instead of submitting monthly profit and loss statements, a copy of the current Budget Tracking Spreadsheet has been provided to the Executive in order to see exactly where their spending has been each month. President clarified that this is regularly updated and can provide a useful expenditure 'snapshot'.

SRSO advised that this spreadsheet is updated based on records of expenditure and that the Executive is always welcome to attend the office and view the hard copy receipts and invoices as these are all saved.

## **7. GENERAL BUSINESS**

### **7.1. Student Communications Officer**

The President advised that Sarah James was selected as the successful applicant and they have accepted the position. Sarah is really enthusiastic and excited about this role and will be writing an article for the Newsletter due for release on Thurs 05/07. Sarah has experience working for Yak & Student Central and really likes the flexibility of her new role.

### **7.2. Policy amendments- Clubs & Societies**

The president informed the Executive that based on their recommendations a draft of amendments to the Clubs & Societies Policy has been created by the SRSO. SROS read proposed changes.

*Motion to accept changes to Clubs & Societies policy.*

*Moved: President; Seconded: Vice-President: passed unanimously*

### **7.3. Budget surplus & amendments**

The president discussed that the new SRSO has been reviewing and tracking NUPSA's expenditure for the year thus far and has identified \$7834 in budget surplus and has also identified two areas where expenditure should be amended.

*Motion to amend budget to increase Annual Dinner budget by \$1000 and a subcategory be added to section 17 of the budget with expenditure of \$1700 as the GLBTI Representative will be attending Ally conference.*

*Moved: President; Seconded: Vice-President: passed unanimously*

The Vice-President requested that we revisit expenditure towards the end of the year with the view to possibly contribute to CAPA. The president advised we would regularly review expenditure and discuss this with the executive.

### **7.4. International Student Volunteer Initiative**

The president told the executive that based on student requests NUPSA will be establishing a program where International postgraduate students will be linked with a NUPSA volunteer member, possibly before they arrive in Australia. Ideally this volunteer will speak the same language and be able to assist with information regarding Newcastle, Postgraduate procedures and just provide a social connection. The president has met with Student Central and the volunteers will be auspiced from their existing volunteer program and can access training for this. The president and the SRSO will be developing additional training and the SRSO will be their point of contact in the office. The president said she was thinking she would continue to work with the International Representative on this project as they had already met to discuss it. The International Representative said he would like to see them linked to existing Clubs & Societies that may be relevant to them, for this project to be advertised on the NUPSA website and possibly liaise with ELICOS. The Vice President suggested that we speak with Student Central to ensure that students receive formal recognition for their contribution and the President advised that as they will be utilising the Student Central Volunteer program that they will receive this recognition.

### **7.5. Confirmation of roles & Bank Signatories Change**

The President explained that in order for the Treasurer to be granted access to the accounts we are required to complete a process to change the signatories for the business accounts as the Commonwealth Banks records for NUPSA still list 2016 President Andi Deane as the current President and the 2016 Vice-President James Pinkerton (who was 2017 President) as signatories. Vice-President questioned why Elizabeth Clay would still be listed as a signatory and Project Officer explained that as Elizabeth is still listed as the name on the NUPSA credit card she would be kept on the account until new signatories are in place as it is essential for day to day operations that we have a working credit card. Research Representative queried why we needed so many signatories and it was explained by SRSO and Project Officer that this is due in part to needing 2 signatories and this is fairly standard for any small organisation. SSAF funding was also discussed as it was highlighted by the Project Officer that we only receive funds from SSAF funding which is quite modest compared to other organisations and that we try to be as transparent and secure with our finances as possible.

The President then identified that the following need to be confirmed as the current committee members which have been elected for the 2018 term:

Ashleigh McIntyre, President

Anish Saini, Vice President

Faria Quoreshi, Secretary

Barrie Shannon, Treasurer

*Moved: President; Seconded: Vice-President: passed unanimously*

The President then presented the motion that:

To change banking for the following accounts

(Business Online Saver Account- BSB: xxxxxx Account Number: xxxxxxxxxxxx

Business Transaction Account- BSB: xxxxxx Account Number: xxxxxxxxxxxx

To replace the existing signatories to the following:

- Ashleigh McIntyre, President
- Anish Saini, Vice President
- Barrie Shannon, Treasurer
- Hugh Milligan, Project Officer
- Georgia Killick, Student Representative Support Officer
- Elizabeth Clay, Student Representative Support Officer

*Moved: President; Seconded: Vice-President: passed unanimously*

The President then presented the motion:

The Method of Operation be two signatories to sign.

*Moved: President; Seconded: Vice-President: passed unanimously*

The President then presented the motion:

The Access option be Netbank.

*Moved: President; Seconded: Coursework Representative: passed unanimously*

The Vice-President also requested that rechargeable/reloadable expense cards be made available for when Executive members attend conferences etc. The SRSO apologised that these were not available for most recent conference and she was unable to recharge these when she attempted to do so, she will advise the Executive when this issue has been resolved.

## **7.6. CISA**

International Representative: Advised he found this year's conference very different to previous year/s. He found the content of sessions was good and would be helpful for International Students. International Rep suggested NUPSA run workshops regarding Fair Work Conditions & Mental Health, the President agreed these are good ideas and advised NUPSA will also be running a workshop for partners of postgraduate students who are looking for work. International Representative advised they now have elected a new committee. He advised that he was required to travel at 4am after the conference and this was difficult when very tired and he feels there should be more communication with the office staff about travel. The President identified that while important, this issue had been explored in depth during the last meeting. International Representative advised he felt UON was very well represented at this conference as there was 2 members of the NUPSA Executive and other students from UON present. He advised he did not wish to pursue election this year.

Vice-President: Informed that the election process this year was different this year and that CISA had sent out an email calling for nominations and so we missed an opportunity for International Representative to be the General Secretary. He identified that this was an important opportunity that was missed so things always need to be addressed if they are sent to the office. It was also mentioned to him that NUPSA does not respond to email enquiries but was not provided with specific examples of this. The Vice-President suggested NUPSA create and send a letter to CISA to ensure that the minutes of the AGM are provided as this has not happened for the past 2 years. This letter should also include the suggestion that the event have improved planning and time management regarding constitutional amendments as insufficient time was allotted for this. It was then explained this went considerably over time (by hours) which resulted in participants needing to stay up very late. The Vice-President also said there were enquiries for if we will be holding any Sydney campus events this year.

The President requested that the International Representative draft this letter and then submitting the draft to her for review. The International Representative advised he does not think it is a good idea for him to do this as he has complained to CISA as his nomination for an award (he was nominated by NUSA) went to the 'Junk Mail' folder

and was not considered for the award. As a result of this the award was issued to someone else. The President said that the letter will be sent from NUPSA not his personal address so he will not be identified as the author but she feels it will be a more informed letter if authored by someone that actually attended the conference. The Vice-President then advised that he has moved that CISA include an LGBTI rep be added to the committee. The President advised this is a really positive step and congratulated the Vice-President for taking this initiative. The Vice-President added there will be stall holders required for CAPA which could be another good initiative for NUPSA and could lead to possible sponsorship.

### **7.7. Office clean up**

SRSO advised that in a previous Executive meeting (November 2017) a motion was passed to allow any documents prior to 2010 to be removed from the office, however there are numerous documents from later that 2010 that have been compiled/stored in the office which are often unnecessary and contain personal details or information. SRSO advised the Executive that in order to be functioning within the Privacy Act these documents should be destroyed. SRSO advised that incorporated associations are required to hold documents relating to payroll and financial transactions for 7 years and minutes of meetings indefinitely. SRSO advised that all of this information is stored electronically and the hard copy financial documents would be kept. SRSO requested that a motion be passed to remove and destroy all non-essential documents currently stored in the NUPSA office.

*Moved: President; Seconded: Vice-President: passed unanimously*

SRSO advised that she will begin the clean-up on 13<sup>th</sup> July between 12pm-5pm and advised the Executive is welcome to come help her. SRSO advised she will update on progress at next meeting.

### **7.8. Annual Dinner Music options**

The President informed the Executive that she has a friend that would be willing to play music at the Annual Dinner and would charge \$100 an hour. The President said she thinks the idea of having live music may encourage more people to dance as last year no one did and this may also be a cheaper option than a DJ. It was also suggested by the International Representative that a photographer would be a good idea and they knew someone that may be willing to do this for free. SRSO requested that the Executive send her through any photographers or musicians (and detail fees/costs) that would be suitable for the Annual Dinner. They can then be compiled into a table to present at the Executive at the next meeting for them to decide on which options to select.

### **7.9. Merchandise funds received (\$5000)**

The President advised that NUPSA has received \$5000 to be used for merchandise which will be sent to online students and to replenish office stock of merchandise as this was also sent to online students. The President advised that NUPSA receives many requests regarding information about if NUPSA runs yoga and the Yoga Club and the SRSO has found that we could get NUPSA branded yoga mats relatively cheaply. The SRSO is to obtain quotes and present these to the Executive at the next meeting.

### **7.10. NOWSA Funding**

The President advised that NUSA is hosting NOWSA 16<sup>th</sup>-20<sup>th</sup> July and CAPA approached us to run some Postgrad panels, and we will be running 3 of these throughout the week. We will also be hosting a Postgrad dinner which we received funding from the Senior Deputy Vice-Chancellor (Research & Innovation) office for. The President advised that at a recent meeting they were advised that NUSA expected NUPSA to provide funding for this event which was a surprise as we had not been consulted about this. The President asked the Executive to air any thoughts on this and the Coursework Representative expressed that this is not usually how funding is obtained but they are happy that we are participating in the conference. A motion was moved that we provide \$500 in funding support for NOWSA in order to maintain our title of sponsor.

*Moved: President; Seconded: Coursework Representative: passed unanimously*

### **7.11. Dropbox Access**

The President explained that in order to maintain transparency and accuracy of records, items in Dropbox are not to be altered as it could be considered falsifying documents. For this reason the Executive will be given access to all documents for the upcoming months meeting in Dropbox however this access will be rescinded after the meeting. The Vice-President suggested that when sending through monthly reports they be in PDF format so that they can't be altered. The SRSO advised the Executive that she will send out a blank template for their report each month and if they can complete and return to her as a PDF she will upload them to Dropbox, and that they are always welcome to request a copy of documents from the archives.

## 7.12. ANZ Mardi Gras Grant Application

The President advised that the current Ally Training program being run at UON is owned by ACON and was being delivered free of charge but will now be \$1000 a session which is unsustainable for The University of Newcastle in regards to cost. To resolve this issue Astrid advised NUPSA that NUPSA could apply for a grant to create this training package, which would be written by GLBTI Representative and they would be paid for performing this task. This package could then be gifted to the University. The President advised the GLBTI Representative had advised that there could be a potential of interest and the President advised that he has declared this and it is understood that his role as researcher would be separate to his role as GLBTI Representative. The GLBTI Representative that it might be strange for NUPSA to own this training package, the President said this could be further explored if we are successful in our application however as we will be gifting it to the University she thinks it would be acceptable. Due to strict time considerations this was submitted yesterday with the understanding that if we are successful we can always decline the grant. A motion was then moved that we will move forward with the concept of NUPSA creating an Ally training package.

*Moved: President; Seconded: Coursework Representative: passed, International Representative abstained from voting*

The President then identified that the Research Representative and the International Representative have yet to participate in the Ally Training. The International Representative advised he wishes to abstain from this training. The President questioned this as it is possible that as a member of the Executive he may be approached by LGBTQIA+ students and surely he would speak to them? The International Representative said he would speak to them and tell them they can speak to the GLBTI Representative and that they would not say anything offensive to them. The SRSO advised it may not be a good idea to assume that they already know what is or is not offensive to these communities and that is part of why the training is really helpful. The SRSO advised that some individuals find the use of gendered pronouns offensive and that this training does not mean you have to agree with everything you hear, it is about engaging respectfully and developing understanding. The SRSO said it is no different to people participating in Cultural Competency training. The Research Representative said he thinks that this training is just a part of the Leadership training and that as the Executive represents all students this training is a good idea. The Coursework Representative asked if the International Representative could identify what the problem with doing the training was and he did not answer. The President advised that it is not compulsory however it is disappointing that this opportunity for learning is not being taken. The International Representative remained silent.

## 8. UPCOMING MEETINGS AND EVENTS

The President asked if all the Executive was reading the weekly newsletter and all members said they were. The President advised that as the Executive if they are approached by students and asked what events NUPSA is holding they will be able to answer. The upcoming events list was read and the President encouraged the Executive to attend as many events as possible. The President said it is great when the Executive attends events and thanked the members for their attendance at events in the last month. The Vice-President suggested the SRSO send out more meeting invitations to try and make sure the Executive are informed of what is upcoming. The Vice-President also mentioned that we could make a plan to complete an event at the Sydney Campus. The Research Representative questioned why the upcoming Envivo training is costing students \$100 and expressed the opinion that this is too expensive. The SRSO explained that this training is not run by NUPSA and that students are able to apply to use some research funds for this so they are hopefully not paying out of pocket. The Project Officer advised that this training is run by the Developers' of Envivo and that is why it is so expensive. The President agreed that it is expensive and hopefully this will be reduced in the future. SRSO identified that she forgot to raise the issue of the office needing a new shredder and was advised by the Equity that this was essential office equipment and should be purchased without the need for a motion, the Coursework Representative, Vice-President and President agreed.

## 9. NEXT MEETING

It was agreed that the next meeting will be held on Wednesday 25<sup>th</sup> July at 2pm.

**Meeting closes at 3.42pm**