

NUPSA Executive Meeting Minutes – September/October 2018

A meeting (2018/9) of the Newcastle University Postgraduate Students' Association Executive, was held at 1pm on Friday, 12th October 2018 in HA158, Hunter Building.

Distribution list:	<ul style="list-style-type: none"> ▪ Ash McIntyre (President) ▪ Anish Saini (Vice President) ▪ Faria Quoreshi (Coursework Representative)- Attended via phone ▪ Barrie Shannon (GLBTI Representative) ▪ Amber Sauni (Equity Representative) 	<ul style="list-style-type: none"> ▪ Daniel Akeremale (Research Representative)- Attended from 1.40pm ▪ Kirsty Richards (Satellite Representative)- Attended via phone & left meeting at 2.16pm ▪ Maedeh Jalalabadi (International Representative) <p>Hugh Milligan (Project Officer) Georgia Killick (SRSO) Trevor Gerdson (Director of Regional Campuses) attended for opening of meeting and General Business item 7.1</p>
Minute Taker:	<ul style="list-style-type: none"> ▪ Georgia Killick & for item 7.3 GLBTI Rep acted as minute taker 	

Meeting opens: 1.09pm

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.

APOLOGIES

None received

Motion: That the Executive proceed to addressing item 7.1 of General Business and then returning to standard meeting procedure.

Moved: President, Seconded: GLBTI Rep, For: 7, Against: 0, Abstained: 0

Passed

Motion: That item 7.1 be conducted in-camera in order to maintain privacy and confidentiality of the matters discussed and to protect both individuals and the organization.

Moved: President, Seconded: Equity Rep, For: 7, Against: 0, Abstained: 0

Passed

GENERAL BUSINESS ITEM 7.1 (HELD IN CAMERA)

Research Representative entered meeting at 1.40pm

2. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

Motion: To confirm previous minutes as an accurate record

Moved: President, Seconded: Vice- President, For: 6, Against: 0, Abstained: 2

Passed

3. BUSINESS ARISING FROM THE MINUTES

ACTION	ASSIGNED TO	STATUS
New NUPSA office / post grad space	President	Ongoing; Director of Regional Campuses is supportive of this project and will make enquiries to assess who has decision making capacity. If no outcome is reached this project will be mentioned in the next SSAF survey. Recently DVC-A advised the Vice-President that no decisions will be made whilst a restructure is in progress.
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. As DVC-R is now acting VC there may be very little time available to devote to this issue.
Student/Staff Relationship Policy	President	Ongoing; Awaiting feedback on the writing of UoN Guidelines.
Hardcopy student guide	PO	Ongoing;
Annual Dinner photographer	PO/SRSO	Ongoing; liaising with Student Central
Hire musician	President/SRSO	Ongoing; Booking confirmed but awaiting invoice
HDR Coffee Club funding request	SRSO	SRSO to send follow up email
Conference Policy	SRSO	Ongoing
Banking	SRSO/President	Ongoing, appointment made for late October to meet with UniBank
International Student Mentors	President SRSO	Ongoing: We will be doing the recruitment for mentors and requesting data in order to appropriately match students with mentors. It was discussed that it may be important to match GLBTI identifying students

		with mentors who are allies.
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4. STUDENT ENQUIRIES LIST

Student Enquiries Report as of 5/10/2018

SRSO identified we are currently getting lots of notifications from students when they can't attend events which is great and these are not logged as they are not enquiries. We are seeing increased queries by affiliated clubs requesting support by advertising their events which is also very positive. There are also frequent general enquiries about workshops and webinars.

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- Newly inducted, no report submitted. They were reminded it is a requirement of the role that reports are submitted.
- 5.6. Research- No questions
- 5.7. Satellite- No questions
- 5.8. Aboriginal/Torres Strait Islander (Vacant)
- 5.9. Equity - No questions
- 5.10. Project Officer- No questions
- 5.11. Student Representative Support Officer- No questions
- 5.12. Student Representative Support Officer (Previous Report) - No questions
- 5.13. GLBTI ALLY Conference Report- It was suggested that names be removed from this report however it was identified that the names stated are the presenters and that information is readily available to the public.

Motion: To accept all reports as they have been submitted with no changes required

Moved: President, Seconded: Vice- President, For: 8, Against: 0, Abstained: 0

Passed

6. FINANCIAL STATEMENTS

Budget Tracking Spreadsheet as of 27/09/2018

7. GENERAL BUSINESS

7.1. Honorarium

This was addressed at the start of the meeting in camera

The Research Representative arrived at 1.40pm

The Satellite Representative left the meeting at 2.16pm

7.2. New executive members

The president formally welcomed the new Satellite and International representatives.

7.3. Staff contracts

SRSO and Project Officer left the room- minutes taken by GLBTI Rep.

The President identified that as NUPSA recently publicly supported the NTEU strike action at UoN it seems hypocritical that NUPSA staff have been left on year-to-year contracts. Previous staff situations were discussed. It was suggested that NUPSA provide permanent positions for staff. Vice-President raised that as we are SSAF funded year to year this could be a concern and it was identified that if NUPSA folded there would no longer be an employment relationship regardless. Further discussion ensued. The Coursework Rep agrees in principle and encouraged investigation. The Research Rep enquired about the parameters of permanency and possible consequences. The GLBTI Rep declared membership of NTEU and said they agree with secure contracts with stringent performance review considerations. The President suggested consulting with Director of Regional Campuses and legal advice in regards to this matter. It was suggested by the Equity Rep that NUPSA could also consult with the NTEU or relevant union regarding this issue.

Motion: The NUPSA President will investigate the feasibility of permanent contracts for staff

Moved: President, Seconded: Equity Rep

Passed

7.4. NUPSA's representation at Ourimbah

It was identified by the President that students at the Ourimbah campus are currently represented by both NUPSA and Yourimbah. It was discussed that previous events held on campus were not particularly well-attended but also that the emphasis for events on that campus should be placed on Yourimbah as they also receive SSAF funding. It was identified that if we did not hold events at the Ourimbah campus it would not greatly impact our SSAF funding. The GLBTI identified that Ourimbah based postgrads are still NUPSA members and are welcome to access NUPSA support & advocacy the only real change is we will not use Ourimbah as a base for activities. It was identified that the Sydney campus does not have its own association and may be experiencing greater need for events & activities to be held on campus.

Motion: The NUPSA President will advise the Director of Regional Campuses that the NUPSA Executive has voted to no longer run events on the Ourimbah campus

Moved: President, Seconded: Equity Rep, For: 7, Against: 0, Abstained: 0

Passed

7.5. Research Roundup club funding request

The President identified they are a member of this club and as this is a conflict of interest

Funding request submitted requesting \$116.95. This is the second funding request of 2018, taking the total requested funds to \$184.95.

Motion: To approve funding request

Moved: Vice-President, Seconded: Coursework Rep, For: 6, Against: 0, Abstained: 1

Passed

7.6. 2019 NUPSA Elections

The President reminded the Executive that currently nominations are being accepted for the 2019 NUPSA Executive and encouraged any members that are interested in applying to do so urgently as nominations close at 5pm on 16/10/2018

7.7. Book keeper

SRSO advised she has recently met with the book keeper and has now had some additional MYOB training which she found helpful. The SRSO advised the book keeper that the Executive had expressed concern regarding the book keeper's ability to commit to doing the required work for NUPSA. The book keeper acknowledged that they have had a very difficult year due to personal issues but they are committed to their role and want to continue in it. SRSO also advised that considering current events it may be prudent to continue with the current book keeper.

7.8. Annual Dinner Awards

The Project Officer advised that we have received nominations for the awards presented at the NUPSA Annual Dinner (e.g. TOYA). Nominations close at the end of October. Volunteers from the Executive will be needed to review the submissions and select the winners. The Equity Rep, Vice-President and President all volunteered to be part of the working group that selects the winners and this will be completed in early November.

7.9. ISANA/ANZSSA

The President advised that in the first week of December there is a lot happening. There will be the ISANA Conference will be held on 4th-7th Dec in Sydney, the ANZSSA Conference will be held on 2nd-5th Dec in Melbourne and NUPSA will be hosting the CAPA ACM between 5th-7th Dec at the Callaghan and NeW Space campuses. The Vice-President requested that SRSO follow up with CAPA asking if NUPSA executive will need to register for the conference, SRSO to action this request.

It was discussed that traditionally the International Rep attends this conference as the NUPSA delegate. The International Rep said they will check regarding the dates and contact the office to confirm they are available. In regards to the ANZSSA conference, the President advised that NUPSA usually sends a staff member.

Motion: To send SRSO to this year's ANZSSA conference as the NUPSA delegate
Moved: President, Seconded: Vice-President, For: 7, Against: 0, Abstained: 0
Passed

ADDITIONAL GENERAL BUSINESS

The President advised that while she had been away for 2 weeks the Vice-President was acting NUPSA President however the President was still checking emails and had advised the staff to contact her if needed for any reason. The Vice-President has requested he be paid the honorarium for this time period. It was discussed that in other organizations there is often situations where people holding leadership positions are required to travel and still fulfil the requirements of their roles.

At this point the President and Vice-President left the room so this matter could be discussed further.

It was discussed that this agreement should have been made prior to the President going away and that also the Vice-President did not complete any actions that were outside of the scope of their usual role.

Motion: That the honorarium be paid to the President as per usual
Moved: GLBTI Rep, Seconded: Coursework Rep, For: 5, Against: 0, Abstained: 2
Passed

At this time the SRSO advised it was 3.09 pm and that under the constitution a motion would need to be passed in order for the meeting to continue as it has been open for 2 hours.

Motion: To extend the meeting time of this Executive meeting time as required
Moved: President, Seconded: Vic-President, For: 7, Against: 0, Abstained: 0
Passed

8. UPCOMING MEETINGS AND EVENTS

The President presented the upcoming meetings and events list and encouraged the Executive to attend as many events as possible.

9. NEXT MEETING

Monday 26th October 2pm

Meeting closes: 3.19pm