

## AGENDA ITEM 2.1.

### NUPSA Executive Meeting Minutes – February 2017

A meeting (2017/01) of the Newcastle University Postgraduate Students' Association Executive, will be held at 2pm on Friday 24 February in room SC 408.

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

#### Meeting opens 2.10pm

#### 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 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](mailto:nupsa@newcastle.edu.au)

Apologies received to date: Research Representative

##### 1.3. ABSENCES

##### 1.4. RESIGNATIONS

(NB: Vice President arrives 2.12pm)

##### 1.5. ELECTIONS

##### 1.5.1. Nomination for Equity Representative

*Motion to accept nomination*

*Moved: President, Seconded: GLBTI Rep, Passed: Unanimously*

**Action Item: Office to let nominee know this afternoon**

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

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

*Moved: President, Seconded: International, Abstained: GLBTI Rep, Passed.*

#### 3. BUSINESS ARISING FROM THE MINUTES

ITEM	ACTION	ASSIGNED TO	STATUS
3.1	Request a break-down of ResLife community levy spending	President	Ongoing; contacting ResLife

3.2	Banking access for Project Officer and Treasurer	President, Project Officer	Ongoing; bank needs to re-send net lock device; President to chase USB devices
3.3	Chase faculties for 2016 Annual Dinner ticket payments	SRSO	Ongoing; invoices have been issued, <b>office to check bank accounts for deposits</b>
3.4	Invoice Regional Services Office for cost of wine at 2016 Annual Dinner	SRSO	Done; NUPSA to cover cost
3.5	Ordering of O-Week promotional items up to the value of \$9000 (USB sticks, coffee cups, pens, pads and re-branded tablecloth, canopy and standing flag)	President, Project Officer	Done; all items delivered
3.6	Registering for AUSkey	President, Bookkeeper	Ongoing; working on computer software to access device
3.7	Executive members to provide TFN declaration, bank details and superannuation fund	All	Done
3.8	Student editor position description/guidelines	All	Done; discussed by Exec at induction meeting; posted on Career Hub 17 Feb.
3.9	New Executive member contracts and induction	President	Done; signed at Executive meeting on 16 Feb.
3.10	Annual Dinner venue options	SRSO	Done
3.11	Motion to select Marina Views venue for Annual Dinner 2017; for office to book	Senior Executive; SRSO	Done
3.12	Motion to reimburse 2016 President phone bill	President	Ongoing; <b>President to give details to bookkeeper</b>
3.13	Quotes for NUPSA branded t-shirts	SRSO	Ongoing; quotes provided, see Item 7.20.
3.14	NUPSA to vote for CAPA media officer	President	Done
3.15	NUPSA to deactivate old Twitter account and activate new account	Project Officer	Ongoing
3.16	Office to create doodle poll for UAHE conference for executive to vote for their 2 favourite candidates	Project Officer	Done
3.17	Accommodation and registration for UAHE conference	SRSO	Done
3.18	Motion to accept December 2016 and January 2017 financials	Senior Executive	Done
3.19	Motion to accept 2016 budget	Senior Executive	Ongoing
3.20	First Aid/Mental Health training; Cultural competency	SRSO	Ongoing; waiting to be sent dates
3.21	Yoga at HMRI	President	Done; HMRI now organising own yoga
3.22	Continuation of registration of old web domain (nupsa.org.au) until 31/12/2018	SRSO	Done
3.23	Purchase of documentary <i>Miss Representation</i> for Intl. Women's Day	All	Done; discussed by Exec at induction meeting; ordered on 16 Feb 17
3.24	Office to create doodle poll for O-week attendance for Executive	SRSO	Done

#### 4. STUDENT ENQUIRIES LIST

4.1. Student Enquiries Report as at 24 Feb 2017 – no questions.

#### 5. REPORTS

5.1. President – no questions

- 5.2. Vice-President – VP to present NUPSA introduction to faculties, **SRSO to provide PowerPoint**
- 5.3. Coursework – President asks Executive for input on how to report sensitive student interactions, all agree it is important to maintain anonymity, decision to include generic details, but no names or identifiable information.
- 5.4. GLBTI – no questions
- 5.5. International – no questions
- 5.6. Research – no questions
- 5.7. Satellite – no report
- 5.8. Project Officer – question raised about pizza provider for events, both Dominos and Pizza Hut have been found to exploit employees, who are very often students.  
**PO to look into varied catering options for future events.**
- 5.9. SR Support Officer – no questions

*Motion to accept reports*

*Moved: President, Seconded: Vice President, Passed: Unanimously*

## 6. FINANCIAL STATEMENTS

- 6.1. Balance Sheet – Feb 2017 – questions regarding term deposit, discrepancy between Balance Sheet and bank report.

*Report not accepted*

**President to investigate with bookkeeper.**

- 6.2. Profit and Loss – Feb 2017

*Motion to accept P&L Statement*

*Moved: President, Seconded: Vice President, Passed: Unanimously*

## 7. GENERAL BUSINESS

- 7.1. Printed emails underneath the office are no longer relevant, with some dating back to 1998.  
*Motion to allow office scope to source legal data retention requirements with a view to dispose of printed emails.*  
*Moved: GLBTI Rep, Seconded: Intl. Rep, Passed: Unanimously*  
**SRSO to look into data retention requirements, seek advice from CAPA, UON.**
- 7.2. Re-opening conversation with IFS with regard to new NUPSA space. All agree postgrads require a dedicated space; noted that the counselling area in the Hunter Building is still vacant, could be a potential new space.  
**SRSO to set up meeting with IFS.**
- 7.3. Advertising in the newsletter. President informs all that third party advertising is not permitted under SSAF regulations.
- 7.4. The Network funding. Move towards fewer, but larger, more significant events; post-launch events were not well attended; ideas for monthly events include movies nights, BBQs, trivia nights. Friday afternoon/evening noted as the best time to run.
- 7.5. Funding request for the club Vietnamese RDH Student Support Group. Intl Rep questions amount per meeting event. President proposes a \$150 reduction from \$500 to \$350.  
*Motion to accept adjusted request*  
*Moved: Intl. Rep, Seconded: Vice President, Passed: Unanimously*  
**SRSO to inform club and organise transfer of funds.**
- 7.6. Funding request for PONdER. President suggests reduction of lunch budget by \$100, notion of subsidizing rather than covering in full. Overall budget reduced from \$400 to \$300.  
*Motion to accept adjusted funding request*  
*Moved: President, Seconded: Intl. Rep, Passed: Unanimously*  
**SRSO to inform club and organise transfer of funds.**
- 7.7. Sydney campus events via student-run club. President has been in conversation with the Dean, who relayed that students at Sydney are more academically focused with little time for extracurricular activities. Workshops or guest speaker events okay to run if the convenors are vetted first.

- Ongoing item; President to open conversation with new DVCA about events there.
- 7.8.** Renewal options for Term Deposit  
*Motion to renew*  
*Moved: President, Seconded: GLBTI, Passed: Unanimously*  
SRSO to contact bank.
- 7.9.** Credit card with former staff member's name about to expire.  
*Motion to cancel current card*  
*Moved: President, Seconded: Vice President, Passed: Unanimously*  
*Motion to apply for new credit card with SRSO's name*  
*Moved: President, Seconded: Vice President, Passed: Unanimously*  
SRSO to contact bank.
- 7.10.** NUPSA AGM. Meeting must run in Semester 1, the latest possible date would be in the third week of May. Auditor to be booked first, then date can be confirmed.  
GLBTI Rep requests a date after April 6.
- 7.11.** Audit to occur before AGM.  
SRSO to book auditor (PKF).
- 7.12.** Strategies for email campaigns and utilising the postgrad mailing list. Students are on the mailing list non-voluntarily, so care needs to be taken to avoid spamming and prevent students unsubscribing. A more visual, interactive format would better engage students.  
Office to investigate costs for Mail Chimp or similar and detail current email strategy and future directions.
- 7.13.** Funding for Harmony Day (21 March)  
7.13.1. The Human Library. Previously organised by UON Global but they don't have funds for 2017, NUPSA has offered to step in, will need UON Global contacts for clubs and participants. The event should have an allocated time and promotion in the official program and obvious signage.  
PO to liaise with Intl Rep and UON Global to organise.  
7.13.2. General event funds. Funding for the event is being distributed to student groups who are running food stalls, and performances. Vice President asks how we can spend the budget to benefit postgrads, possibly engage postgrad cultural clubs. Intl. Rep mentions student groups are already locked in. Human Library to be NUPSA specific addition. Original request for \$500 denied, funding of \$200-\$300 TBC with more information.  
Intl. Rep to liaise with UON Equity and Diversity Coordinator.
- 7.14.** Budget for conferences. Executive spending should be outlined in the policy for purchases/reimbursements; mobile bills, food, travel and accommodation per diem as per ATO regulations. Use of credit card to be formed as a separate policy.  
Policy working group to form to update all policies. SRSO to distribute policy library folder in Dropbox and set date for first meeting (morning of 23 March proposed).
- 7.15.** Reimbursement forms. To be formed as a procedure, in conjunction with the new policy.  
SRSO to check with bookkeeper about what would be a useful/practical form.
- 7.16.** Development of a guide book. Intl. Rep cites UNSW booklet as a great example for orientating new students, particularly international students. Lists opening hours, key contact etc.  
SRSO has started Student FAQs for website, will add in info about Newcastle area.
- 7.17.** International Women's Day event  
7.17.1. DVD purchase, two screenings currently planned at Callaghan and City campuses.  
7.17.2. \$100 also to be used for speaker gifts and purple ribbons.
- 7.18.** Yoga at Callaghan. HMRI yoga instructor willing to run regular, subsidized sessions if NUPSA can book the venue and manage registrations. No cost to NUPSA, \$5 contribution. Classes to be capped at 20-25 if using Clubhouse. Promoted to postgrads first.  
PO to liaise with instructor and UON Venues to confirm sessions.
- 7.19.** Online forum for website. Quoted at ~\$400 for development  
SRSO to include forum use question in survey to gauge interest.
- 7.20.** Re-branded t-shirts. Quotes reviewed. No polos! Possibility of selling extra shirts.  
SRSO to investigate how many shirts in various sizes \$500 will buy.

## 8. UPCOMING MEETINGS AND EVENTS LIST

- 8.1.** Determine which Executive members will attend meetings and events in March 2017.  
SRSO to distribute final list to Exec.

**9. NEXT MEETING**

Proposed: 2pm, Friday 31 March

Reviewed: 2.30pm, Thursday 30 March

**10. MEETING CLOSE**

3.56pm