

AGENDA ITEM 2.1.

NUPSA Executive Meeting Minutes – March 2017

A meeting (2017/03) of the Newcastle University Postgraduate Students’ Association Executive, was held at 2.30pm on Thursday 30 March in room SC 408.

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

Meeting opens 2.36pm

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

Apologies received to date: Barrie Shannon

1.3. ABSENCES

Jennifer Haynes

Albina Gayoso

1.4. RESIGNATIONS

1.5. ELECTIONS

2. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

Motion to accept minutes for previous meeting, held on 24 February 2017

Moved: President, Seconded: Intl Rep, Abstained: Research and Equity Reps, 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	Done
3.3	Chase faculties for 2016 Annual Dinner ticket payments	SRSO	Ongoing; faculties have been reminded, SRSO to continue chasing
3.4	Registering for AUSkey	President, Bookkeeper	Done
3.5	Motion to reimburse 2016 President phone bill	President	Ongoing; President to give details to bookkeeper

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3.6	Quotes for NUPSA branded t-shirts	SRSO	Ongoing; SRSO has submitted order for 28 shirts
3.7	NUPSA to deactivate old Twitter account and activate new account	Project Officer	Done
3.8	Motion to accept 2016 budget	Senior Executive	Ongoing; President to update Coursework Rep's pay details
3.9	First Aid/Mental Health training; Cultural competency	SRSO	Ongoing; dates booked in for April and May, online components to be completed prior to training
3.10	Affiliation for new Public Health Social Club	Senior Executive	Done, passed by flying minute
3.11	Affiliation for new HASS Network Club	Senior Executive	Done, passed by flying minute
3.12	Motion to dispose of records prior to 2010	SRSO; passed by Pres, VP and Intl. Rep	Ongoing; SRSO to action
3.13	New NUPSA office / post grad space	President/Intl. Rep/SRSO	Ongoing; meeting booked with Acting DVCA
3.14	Events at UON Sydney campus	SRSO	Ongoing; Student Rep and UON Global staff contacted for intel/support
3.15	Renewal of term deposit	President	Ongoing; President to talk to CommBank
3.16	New credit card	SRSO	Ongoing; SRSO waiting for delivery
3.17	Audit	SRSO	Ongoing; booked for 10 April
3.18	Email management, Mail Chimp costs	PO	Ongoing; quote received, Exec approves, PO to implement
3.19	Online forum	PO	Ongoing; quote received, Exec approves, PO to implement
3.20	Harmony Day	All	Done (thanks to Anish for MC-ing!)
3.21	Policy Working Group	All	Ongoing; Social Media policy approved by Senior Exec; SRSO to continue drafting, Coursework Rep to assist with Newsletter Guidelines
3.22	New student FAQs/guidebook	SRSO/PO	Ongoing; staff to continue adding to guide and resources section of website
3.23	\$200 gift card purchased for SEXPO prize	SRSO	Done; approved by HPWG
3.24	Faculty/school student representatives	SRSO	Ongoing; Pres and Research Rep to discuss; Dean of Students to assist
3.25	Announced winners for Feedback Survey – 5 x \$50 Westfield gift cards	SRSO	Done
3.26	Newsletter Editor selected by panel	President, PO and Careers	Done

4. STUDENT ENQUIRIES LIST

4.1. Student Enquiries Report as at 27/3/17

5. REPORTS

- 5.1. President – no questions
- 5.2. Vice-President – not submitted
- 5.3. Coursework – no questions
- 5.4. Equity – no questions

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- 5.5. International – no questions
- 5.6. Research – Pancake Breakfast and O-Week reports missing, to be re-submitted
- 5.7. Satellite – not submitted
- 5.8. Project Officer – no questions
- 5.9. SR Support Officer – no questions
- 5.10. Universities Australia Conference - no questions

Motion to accept reports to be sent via Senior Exec on Research Rep resubmission

6. FINANCIAL STATEMENTS

- 6.1. Balance Sheets – Jan/Feb/Mar 2017
- 6.2. Profit and Loss – Jan/Feb/Mar 2017

Motion to accept January financial statements

Moved: President, Seconded: Intl Rep, Passed: Unanimously

President/SRSO to check Feb statements with bookkeeper; March statements to be reviewed again after monthly reconciliation

7. GENERAL BUSINESS

- 7.1. Yourimbah (in-camera)

The President is to meet with NUSA President to discuss further. Item tabled until April Executive meeting.

- 7.2. TGI Friday Event

A regular Friday afternoon event is proposed to bridge the gap between domestic and international students – it is a challenge to find activities that appeal equally to both (issue has also been discussed with DCVI). Domestic student may be more inclined to attend if alcohol is available/pub culture is integrated. Plans for a bi-weekly event at GT Bar/Derkenne Courtyard, alternating between Callaghan campus and a venue in town. Catering options could include a variety of teas. Possibility of also organising some icebreaker activities and/or board or card games.

- 7.3. Postgrad Feedback Survey

Nearly 600 responses were received, a great achievement, gathering valuable data. The domestic student response rate is notable. Equity Rep wonders if some of the iLead activities/guest speakers be made available to postgraduate students. Other suggestions are free activities in town, Newcastle What's On, MeetUp app, or bespoke NUPSA app, faculty specific workshops, evening events, CSIRO lunches. **Equity Rep to provide more info to office. President to discuss cross-promotion with DVCI. SRSO to look closely at Sydney data.**

- 7.4. Club affiliation request from Nigerian Students Association

Motion for conditional affiliation once signatures are collected

Moved: Equity Rep, Seconded: President, Passed: Unanimously

- 7.5. Club affiliation request from Sahaja Yoga Meditation

Two more signatures from Executive members, one more required is required for affiliation by flying minute.

PO garner further interest at HMRI event.

- 7.6. Confirm AGM date

Must be prior to 2 June.

Motion to confirm Fri 5 May as AGM date.

Moved: President, Seconded: Equity Rep, Passed: Unanimously

SRSO to research new auditors for next year. Catering and promotion to be organised.

- 7.7. Peer review workshop

Proposal by Research Rep based on feedback from supervisor. May be faculty specific, could run two workshops with a STEM/HASS split. Could be run as a guest speaker, panel or forum. General info such as what is peer review, what is the structure, how to peer review.

SRSO to work with Exec to find appropriate facilitator.

- 7.8. Beach safety training

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Office have received student enquiries in response to tragic student drowning death. NUPSA to discuss community-orientated solutions with UON Global, NUSA and the Forum. Proposals include ELICOS inductions, swimming instructors as part of iLead, SLS workshops, bus trip for on-beach training. **SLS workshops proposed for mid-year, and then on-beach training closer to summer. SRSO to talk to other stakeholders.**

7.9. Staff pay raise (in-camera)

NUPSA not bound by the EBA however staff are paid on the same as the HEW scales, which are increasing.

Motion for NUPSA staff receive a pay rise in line with the EBA 2014 as of 21 March.

Moved: President, Seconded: Equity Rep, Passed: Unanimously

8. UPCOMING MEETINGS AND EVENTS LIST

8.1. Determine which Executive members will attend meetings and events in April 2017

9. NEXT MEETING

Proposed: 2.30pm, Thurs 27 Apr

10. MEETING CLOSE

4.36pm