

AGENDA ITEM 2.1. NUPSA Executive Meeting Minutes – April 2017

A meeting (2017/04) of the Newcastle University Postgraduate Students' Association Executive, was held at 11am on Thurs 27 April in 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 11.04am

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

Apologies should be conveyed to Ellie Clay ext. 18894 or email nupsa@newcastle.edu.au

Apologies to date: GLBTI Rep, Coursework Rep

1.3. ABSENCES

1.4. RESIGNATIONS

As of 24/4/2017: Jenny Haynes

1.5. ELECTIONS

2. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

Motion to accept minutes for previous meeting, held on 30 March 2017

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

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; SRSO to organise meeting with Michelle Nunn/COO, Pres and Intl Rep
3.2	Chase faculties for 2016 Annual Dinner ticket payments	SRSO	Ongoing; faculties have been reminded, SRSO to continue chasing
3.3	Motion to reimburse 2016 President phone bill	President	Ongoing; President to give details to bookkeeper
3.4	Quotes for NUPSA branded t-shirts	SRSO	Ongoing; SRSO has submitted order for 28 shirts, waiting for payment by bookkeeper

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3.5	Motion to accept 2016 budget	Senior Executive	Ongoing; President to update Coursework Rep's pay details
3.6	First Aid training	All	Ongoing; dates booked in for May, online components to be completed prior to training
3.7	Motion to dispose of records prior to 2010	SRSO; passed by Pres, VP and Intl. Rep	Ongoing; removal in batches
3.8	New NUPSA office / post grad space	President/Intl. Rep/SRSO	Ongoing; form to be submitted to EAMAG/IFS
3.9	Events at UON Sydney campus	SRSO	Ongoing; event scheduled for 12 May
3.10	Renewal of term deposit	President	Done; initially started in 1999, Pres to investigate whether accrual is NUPSA money (rather than SSAF); Intl Rep asks if we can open a second term deposit account, Pres notes student money must be spent on students if SSAF, Intl Rep notes whether smaller 6 month deposit would be worth setting up; Pres notes rates aren't favourable at the moment.
3.11	New credit card	SRSO	Done
3.12	2016 audit	SRSO	Ongoing; report will be ready for AGM
3.13	Email management, Mail Chimp costs	PO	Done
3.14	Online forum	PO	Ongoing
3.15	Policy Working Group	All	Ongoing; Social Media policy approved by Senior Exec; SRSO to continue drafting, Coursework Rep to assist with Newsletter Guidelines
3.16	New student FAQs/guidebook	SRSO/PO	Ongoing; staff to continue adding to guide and resources section of website
3.17	Faculty/school student representatives	SRSO	Ongoing; Pres and Research Rep to discuss; Dean of Students to assist; VC has invited Pres to Council meeting to discuss
3.18	Yourimbah discussion	All	Ongoing; see Gen. Business Item 7.4.
3.19	Peer review workshop	SRSO/President	Ongoing; SRSO looking for appropriate facilitators
3.20	AGM catering and promotion	SRSO	Ongoing; quotes received, RSVPs tracking well
3.21	Flying minute to endorse March for Science event	Moved: President; Passed: VP and Intl. Rep	Done

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3.22	Flying minute to approve updated Media Policy	Moved: President; Passed: VP and Intl. Rep	Done
3.23	Flying minute to approve Sahaja Yoga club affiliation	Moved: President; Passed: Intl. Rep	Done
3.24	Club affiliation for Nigerian Students Association	SRSO	Done; club convener has returned signatures
3.25	Full banking access for PO and Treasurer	President/PO/Treasurer	Ongoing
3.26	Flying minute to approve updated Research Rep report	Senior Exec	Done

4. STUDENT ENQUIRIES LIST

4.1. Student Enquiries Report as at 24 April 2017.

5. REPORTS

5.1. President

Intl Rep asks VC position on new NUPSA space, Pres reports she is supportive of the move

5.2. Vice-President

Intl Rep asks about 'Ourimbah negotiation', VP reports Ourimbah campus are hosting courses for high school students for UN debates, VP approached as UN Society President to assist and find PHD mentors/leaders; Pres notes monthly report activities must be related to NUPSA, suggests re-submitting an amended report, VP agrees. Pres reminds Exec to make clear distinctions about representation (NUPSA or otherwise) when attending events

5.3. Coursework – no questions

5.4. Equity

Intl Rep asks Equity Rep to amend FEDUA activity entry; Equity Rep agrees to re-submit

5.5. GLBTI – no questions

5.6. International – no questions

5.7. Research – no questions

5.8. Satellite – position vacated

5.9. Project Officer – no questions

5.10. SR Support Officer – no questions

Motion to accept reports to be sent by flying minute, once re-submitted.

6. FINANCIAL STATEMENTS

6.1. Feb and Mar Balance Sheets

Motion to accept Balance Sheets for February and March

Moved: President; Seconded: VP, Passed: Equity and Research, Abstained: Intl Rep

6.2. Feb and Mar Profit and Loss

Motion to accept Profit and Loss Statements for February and March

Moved: President; Seconded: VP, Passed: Equity and Research, Abstained: Intl Rep

7. GENERAL BUSINESS

7.1. AGM Report

All Exec members required to attend the AGM and give a brief intro on their role, 2016 President has been invited to attend the meeting; 2016 financial report to also be included in the report, Equity Rep notes the benefit of making reference to "audited 2016 financials" to ensure clarity; Dean of Students to attend as guest speaker; Intl Rep asks whether changes can be made to Constitution/Regulations, e.g. item regarding membership fee as an Incorporated entity, President notes the deadline has passed but SGM can be held later in the year to make these kinds of changes.

SRSO to add info on new logo to AGM Report

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7.2. Auditors for 2018

Current auditor, PKF, has been used the last few years, noted that there are pros and cons to familiarity with NUPSA, it is good business practice to change auditors to maintain transparency; NUPSA also undergoes external audit by UON; a quote has received from one new firm, which is more costly; Exec can recommend auditor choice at AGM to be passed by members.

SRSO to chase other two quotes to put to Senior Exec by 2 May.

7.3. Parking fee increase for students at HMRI

Letter sent to HMRI management after President's meeting and conferral with UON's VC; if the issue remains unresolved a petition may be circulated; concerns parking increase is a revenue raising exercise with no student consultation, increase would be fair if it were to match Callaghan costs; HMRI as an entity is not bound by UON rules of Code of Conduct, problematic when advocating for students working/studying there. Key issues are access to reliable public transport, and after hours parking in unsafe areas.

(Research Rep leaves room 12.06pm)

President asks Exec whether next steps would be to wait for a response to letter after HMRI Board meeting, or start the petition, notes fee increase comes into effect on 1 July; Intl Rep recommends finding out when meeting is and making decision from there.

(Research Rep returns 12.07pm)

Intl Rep asks what affect petition may have if it *doesn't* work, are there implications to parking costs at other campuses.

President to find out Board meeting date and keep the Executive informed on further action.

7.4. Yourimbah discussion (in camera)

7.5. Mental Health Day (2 May)

May edition of the newsletter to be themed accordingly, especially in light of article that Intl Rep circulated.

PO/Editor to check permissions to re-post report article in May newsletter

SRSO to send Exec Outlook invite to Callaghan event

7.6. CAPA SCM (21-22 June)

Venue/location TBD (possibly Gold Coast); Intl Rep will be attending as CAPA representative; conference extends to two days prior as well on 19-20 June for 'Jobs After Graduation', budget will need to be checked to see if it can accommodate the extra days; Intl Rep asks VP date of CISA Conference, VP responds 3-6 July; Pres notes Exec members can research relevant conferences and budget can be assessed and amended; GLBTI rep previously noted interest in attending ALLY conference.

SRSO to create Doodle Poll to determine NUPSA delegate/s for CAPA SCM

7.7. Public Health Social Club funding request and event report

Insurance will not be reimbursed, however budget for \$750 for the year will be considered.

Motion to approve \$750 funding in full

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

Motion to not accept request for insurance reimbursement

Moved: Pres; Seconded: VP; Passed: Unanimously

7.8. Green Week (w/c 1 May)

Related to discussion below, promotion of Green Week events/activities/initiatives through NUPSA social media channels.

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7.9. NUPSA's position on environment initiatives on campus

Research Rep has attended Tom Farrell Institute events/talks, different student and UON entities also in attendance; group aims to send a representative to the VC to take issues to Academic Senate; Research Rep suggests publishing a newsletter article to gauge interest and reaction of postgrads, relevant to postgrads it may create future research avenues; question of how much support is NUPSA willing to give to the initiative; Intl Rep asks about faculty level involvement; for official support, the group are to contact NUPSA through official channels, support to be discussed on case by case basis e.g. petitions, protests, promotion of reports/findings

7.10. Invitation from Pru Goward re university sexual assault strategy meeting (7 June)

President suggests Equity Rep attend as it is within that role's remit, Equity Rep will check diary; VP notes CISA has been consulted on same issue by a Melbourne researcher, expresses interest in also attending; Intl Rep to confer with CAPA about attendance under their banner; President suggests preparing for the event by meeting with Dean of Students; Research Rep suggests also consulting with Safety and Security Committee.

SRSO to follow up with Exec members to confirm attendance.

7.11. Newsletter submissions

May edition themed around Mental Health and Well-Being; Exec members are asked to encourage fellow students to submit; Research Rep asks for June edition theme to reflect Green Week/ environment /sustainability; Exec agree.

8. UPCOMING MEETINGS AND EVENTS LIST

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

Clubs conveners to be specifically invited to TGI Friday

SRSO to check with IFS car can be booked for Sydney trip

8.2. Diary management and participation expectations

9. NEXT MEETING

Proposed: 11am, 25 May

10. MEETING CLOSE

12.53pm